

## **FACULTY SENATE MINUTES**

Meeting #9

January 17, 1991

**CALL TO ORDER:** 4:14 pm; Riggle Room ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Ray Bernardi\*, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Anna Demaree, Lynne Fitzgerald, Jay Flippin, Teresa Forsyth, Scott Gillock, James Gotsick, Nancy Graham, Lawrence Griesinger\*\*, Colleta Grindstaff, Harlan Hamm, Frances Helphinstine, Richard Hunt, Robert Lindahl, Calvin Lindell, Nell Mahaney\*, Beverly McCormick, Eugene Norden, Rosemary Peavler, James Quisenberry, Brent Rogers, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson\*, Vasile Venettozzi\*, John Viton\*, Mont Whitson, and Robert Wolfe.

**MINUTES:** Approved.

**CHAIR'S REPORT:** (Attachment A)

Senator Quisenberry moved to accept the recommendation for David Saxon to replace Marc Glasser as the at-large senator from the College of Arts & Sciences for the Spring semester. Seconded and passed.

Senator Dahlberg moved that the chair write a letter to the Vice-President for University Advancement addressing the importances of printing the policy manuals. Seconded and passed.

**UNFINISHED BUSINESS:**

Senator Quisenberry presented the Library Resolution for vote. Passed unanimously.

**VICE-PRESIDENT'S REPORT:**

Vice-President Phillely spoke on the following issues: 1) the development of a registration process; 2) performance based pay policy for the March 1st Board of Regents meeting; 3) the budget process; and 4) degree audit system.

**COMMITTEE REPORTS:**

### **Ad Hoc Committee on Faculty Assessment/Performance Based Pay**

Chair Seelig presented the following proposals for a first reading: 1) Recommendations for Revisions to Minimum Guidelines for FEP; and 2) Establishment of new Senate Committee known as Faculty Evaluation, Development & Performance-Based Pay Committee.

### **Academic Policies**

Chair Wolfe inquired to see how many members have received a copy of the revised University Standing Committees.

Senator Dahlberg moved that the chair of the Senate draft a letter to the department chairs indicating the importance of getting this information to their faculty members. Seconded and passed.

### Elections

Senator Campbell reported that the following people had been elected by their respective colleges to have their name submitted to President Grote for consideration of nomination to the Graduate Committee: from Applied Science & Technology: Ron Tucker - 2 years and Brent Rogers - 1 year; Arts & Sciences: Roger Jones - 2 years and Jack Wilson - 1 year; Business: Robert Meadows - 2 years and Gary VanMeter - 1 year; and Education & Behavioral Sciences: Kathy Herzog - 2 years and Wayne Willis - 1 year.

Senator Quisenberry moved that the senate should notify the person already serving on two committees of the conflict and ask them to resign from one of the committees. Seconded and passed.

### Fiscal Affairs

Chair Quisenberry reported that his committee would be looking into the tax shelter companies currently being used by the university as well as investing retirement incentives.

ADJOURMENT: 5:45 pm.

## FACULTY SENATE MINUTES

Special Meeting # 3

January 31, 1991

**CALL TO ORDER:** 4:14 pm in Riggle Room; ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett\*, Ray Bernardi, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Lynne Fitzgerald, Teresa Forsyth, Scott Gillock\*\*, James Gotsick, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Harlan Hamm, Frances Helphinstine, Richard Hunt, Joyce LeMaster, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden, Rosemary Peavler, James Quisenberry, Brent Rogers, David Saxon, Tom Scott, Mike Seelig, Rodney Stanley\*\*, Thomas Stroik, Cathy Thomas, William Thompson\*, Vasile Venettozzi, John Viton, Mont Whitson, and Robert Wolfe.

### CHAIR'S REPORT:

The chair announced that Dean Rogers would be sending all minutes from the Commission on General Education Review to Departmental Senators.

The chair, as instructed by the Senate, sent a memorandum to Vice-President Kappes urging that prompt action be taken in distributing the Personnel Policy Manual to all faculty; also, a letter was sent to department chairs requesting that they distribute the regulations on standing committees to their faculty.

Senator Dahlberg moved to accept Tim Miller for Elementary, Reading, and Special Education to replace Wayne Willis for the remainder of the semester and Hilary Iwu from Informational Sciences to fill in for Ray Bernardi for the remainder of the semester. Motion seconded and passed.

The following names were presented and accepted for consideration to serve on the Search Committee for the Vice-President for Academic Affairs: from Applied Sciences & Technology - Dennis Karwatka and Janet Brumagen; from Arts & Sciences - Glenn Johnston and Harlan Hamm; from Business - Rosemary Peavler and Robert Meadows; and from Education Behavioral Sciences - Donna Phillips and Larry Griesinger.

Senator Dahlberg made the following motion:

"WHEREAS the Vice-President of Academic Affairs is also Dean of Faculties and;

WHEREAS it has been the custom at Morehead State University that the search committees for Vice-Presidents of Academic Affairs contain a majority who are university faculty, with equal representation from each college;

THEREFORE, be it resolved that, as the Senate forwards eight faculty nominees for the Search Committee for Vice-President of Academic Affairs and Dean of Faculties, it recommends that the majority of those named to the search committee shall be persons on Standing I faculty contracts, with a minimum of one faculty representative from each of the four colleges."

Motion seconded and passed unanimously.

Constitutional revisions were discussed.

Senator Dahlberg moved to adjourn. Seconded and passed.

**ADJOURNMENT:** 5:02 pm.

## FACULTY SENATE MINUTES

Meeting # 10

February 7, 1991

**CALL TO ORDER:** 4:15 pm, Riggle Room, ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn\*, David Bartlett, Ray Bernardi, Alta Blair, Laradean Brown\*, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Lynne Fitzgerald, Teresa Forsyth, Scott Gillock, James Gotsick, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff, Harlan Hamm, Frances Helphinstine, Richard Hunt, Hillary Iwu\*, Joyce LeMaster\*\*, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden\*\*, Gail Ousley\*\*, James Quisenberry, Brent Rogers, David Saxon, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas\*\*, William Thompson\*, Vasile Venettozzi\*, John Viton, Mont Whitson\*\*, and Robert Wolfe.

**MINUTES:** Approved as corrected.

**CHAIR'S REPORT:** (Attachment A)

Senator Dahlberg moved to accept the name of Mary Ann Gladden to be the departmental senator from Elementary, Reading and Special Education for the remainder of the semester. Seconded and passed.

Senator Dahlberg moved to adopt the constitution as amended with Option I. Seconded and passed.

**FACULTY REGENT'S REPORT:**

Regent Wheeler announced that the next Board of Regents meeting would be Friday, March 1. Tentative agenda items include: revised Faculty Senate constitution; tenure recommendations; sabbatical leaves; educational leaves; PAC-30: Performance based pay plan; and the preliminary operation budget for 91-92.

**COMMITTEE REPORTS:**

### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Chair Seelig withdrew the policy to establish a new Senate standing committee to be known as the Faculty Evaluation, Development and Performance-Based Pay Committee.

Next, the chair presented the proposal on Recommendations for Revisions to Minimum Guidelines for FEP for vote. Motion passed.

Finally, chair Seelig presented for a first reading PAC-30: Performance-based Pay Plan.

### Academic Policies

Chair Wolfe presented for vote a proposal to modify the title of University standing committee attendance. Passed.

### Educational Standards

Chair Crager noted that his committee was currently working on several policies for future consideration.



**NEW BUSINESS: .**

Senator Wolfe reported on work that had been done on the University calendar. Senator McCormick moved to form a Senate ad-hoc committee on the University calendar. Seconded and passed.

**ADJOURMENT:**        5:30 pm.

2-21-91

## Minutes

Absent — Baton  
but here Venetozzi

Alban Wheeler — ~~not~~ spoke in favor in  
PAc-30  
— will not be in our favor  
if doesn't pass

## Chair

59% voted yes on const — passes  
191/324

PAc-30 — met w/ Pres. today  
Pres. said Senate would be involved w/  
will see Philley tomorrow w/ what  
we did

V.  
Pres — 1 from each college — 5th being a minority  
Search 9-10 — 1 student, 1 dean, 1-2 chairs, 1 admin.  
Dailey — non-voting chair (Wheeler)



## Faculty / Staff Development

Ad Hoc comm to study this is being formed - wants input on faculty membership

COSFL will meet - Sat. 2-23-91  
Lindahl & Wolfe will attend

Ad Hoc Calendar Committee appointed  
Wolfe - chair

members { Hamm Stanley  
Helphenstine Crosthwaite  
Hotsick

Calendar info from Philley  
See Philley memo

Analysis of Salaries  
See Handout

New Business - none

Announcement

AA Hoc Comm on Cal. →  
meet Thurs 9-28 at  
3:15

5:40k

**DRAFT**

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**FACULTY SENATE MINUTES**

Meeting # 11

February 22, 1991

**CALL TO ORDER:**

**SENATORS: (\*Absent; \*\*Notified Absence)**

John Alcorn, David Bartlett, Ray Bernardi, Alta Blair\*\*, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Lynne Fitzgerald, Teresa Forsyth, Scott Gillock, Mary Ann Gladden, James Gotsick, Nancy Graham, Lawrence Griesinger\*\*, Colleta Grindstaff\*\*, Harlan Hamm, Frances Helphinstine\*\*, Richard Hunt, Hillary Iwu\*, Joyce LeMaster\*\*, Gary Lewis, Robert Lindahl, Calvin Lindell\*\*, Neil Mahaney\*\*, Beverly McCormick, Eugene Norden, Gail Ousley, James Quisenberry, Brent Rogers, David Saxon\*, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas\*\*, Vasile Venettozzi, John Viton, Mont Whitson, and Robert Wolfe.

**MINUTES:**      Approved as amended.

**CHAIR'S REPORT:**      (Attachment A)

**FACULTY REGENT'S REPORT:**

Regent Wheeler spoke in favor of PAC-30: Performance-Based Pay Plan and noted that it would not be in the faculties favor if it didn't pass.

**COMMITTEE REPORTS:**

**Ad Hoc Committee on Faculty Assessment/Performance Based Pay**

Chair Seelig presented PAC-30: Performance-Based Compensation Plan for vote. The following friendly amendments were made and accepted: replace "scholarly activity" or "scholarship" with "scholarly or creative activity"; state "The President is authorized to administer the plan"; to replace "determining" with "insuring"; change "scholarly or creative activity" to "professional achievement"; under policy remove the first sentence in the second paragraph and move the second sentence to the end of the first paragraph; and under responsibilities # 1 remove "in the processes". PAC-30: Performance-Based Compensation Plan passed as amended.

**Academic Policies**

Chair Wolfe moved to replace M.K. Thomas of the Promotion Committee for the remainder of the semester with Gary Cox. Passed.

The chair encouraged faculty to return their committee survey forms.

**Fiscal Affairs**

Chair Quisenberry reported that liability coverage for faculty was uncertain at this time. He reported that Vice-President Dailey and Mike Walters are checking on this matter.

**Professional Policies**

Chair McCormick reported that her committee was currently working on recommendations on search committees.

## FACULTY SENATE MINUTES

Meeting # 14

March 4, 1991

**CALL TO ORDER:** 4:12 pm, Riggle Room, ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett\*, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Lynne Fitzgerald\*\*, Teresa Forsyth, Mary Ann Gladden\*, James Gotsick, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff\*, Harlen Hamm, Frances Helphinstine, Richard Hunt, Hillary Iwu\*, Joyce LeMaster, Gary Lewis\*, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden\*, Gail Ousley, James Quisenberry, Brent Rogers, David Saxon\*\*, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik\*, Cathy Thomas, Vasile Venettozzi, John Viton\*\*, Mont Whitson\*, and Robert Wolfe.

**MINUTES:** Approved.

**CHAIR'S REPORT:** (Attachment A)

Discussion occurred on the Presidential Search Committee representative from the Faculty Senate. Three options were given: 1) a split option with Chair Lindahl serving through his term with Vice-Chair Wolfe assuming the position when he became chair; 2) Chair Lindahl to serve the whole time; and 3) Vice-Chair Wolfe serving the whole time. Senator Scott moved that option one be used. Motion seconded. Senator McCormick moved to give all three options and have a secret ballot. Motion seconded. Senator Dahlberg moved to table until the next meeting. Seconded. Passed.

**FACULTY REGENT'S REPORT:**

Regent Wheeler announced that the questionnaire based on faculty responses so far will come out next week.

**COMMITTEE REPORTS:**

### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Chair Seelig reported on discussions with the Vice-President for Academic Affairs regarding merit pay distribution. Chair Seelig reported that he would be asking AAUP to take the inequity issue to the Faculty Rights and Responsibilities Committee.


Senator Seelig moved that Chair Lindahl meet informally with the Vice-President for Academic Affairs to discuss issues of PBSI. Seconded. Senator Buck moved to table discussion of merit pay until materials was furnished. Seconded, failed. Original motion passed.

Senator Buck moved that the senators receive a copy of the PBSI information. Seconded. Passed.

The recommendation for a Faculty Development Program was tabled.

### Academic Governance

Chair Wolfe presented Ishappa Hullur, from Business, to be nominated to serve on the International Education Committee. Passed.



Chair Wolfe presented the following for a first reading: 1) Establish a Standing Committee on Service; and 2) Modify the Registration Advisory Committee.

### Elections

Chair Scott reported on that there were a total of 21 at-large senate seats. At-large senate seats to be filled were: AS&T - one three year term, one two year term; Arts & Sciences - three three year term, one one year term; Business - one one year term; and EBS - three three year terms.

### Fiscal Affairs

Chair Quisenberry gave a report on how the payroll deduction eligibility works. The chair also reported on faculty insurance coverage.

The PBSI Recommendation was tabled.

ADJOURMENT: 5:37 pm



**DRAFT**

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**DRAFT**

## **FACULTY SENATE MINUTES**

Meeting # 12

March 7, 1991

**CALL TO ORDER:** 4:15 pm in Riggle Room, ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett\*, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Lynne Fitzgerald, Teresa Forsyth, Scott Gillock, Mary Ann Gladden\*, James Gotsick, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff\*, Harlan Hamm\*\*, Frances Helphinstine, Richard Hunt\*\*, Hillary Iwu, Joyce LeMaster, Gary Lewis\*, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden\*\*, Gail Ousley, James Quisenberry, Brent Rogers, David Saxon, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, Vasile Venettozzi\*, John Viton, Mont Whitson, and Robert Wolfe.

**CHAIR'S REPORT:** (Attachment A)

**VICE-CHAIR'S REPORT:**

Vice-Chair Wolfe reported on the February 23, 1991, COSFL meeting.

Vice-Chair Wolfe presented for a first reading a proposal regarding Senate Ad Hoc Committee on Calendar.

**VICE-PRESIDENT'S REPORT:**

Vice-President Philley discussed the following: 1) complimented the Senate on their handling of the Merit Compensation Plan in order to get it to the board; 2) fall registration would run two days with no advising taking place in Laughlin; students would go to the department and see either the chair or their advisor; and 3) the May 17th Board agenda will include promotion, emeritus rank, PG-9 leaves.

**FACULTY REGENT'S REPORT:**

Regent Wheeler reported on a Presidential Search survey that will be sent to the faculty regarding the needs and criteria used to pick a candidate. A follow up questionnaire to rank criteria in the order of importance will also be sent.

**COMMITTEE REPORTS:**

### **Ad Hoc Committee on Faculty Assessment/Performance Based Pay**

Chair Seelig reported that his committee is currently preparing a survey.

### **Academic Policies**

Chair Wolfe presented the following people as nominees to serve of university standing committees: Bruce Mattingly to serve on the Athletics Committee and Lola Crosthwaite to serve on the Undergraduate Curriculum Committee, faculty to serve on the Ad Hoc Committee on Faculty and Staff Professional Development were: Janice Brumagen from AS&T, Teresa Forsyth from A&S, Helen Northcutt from Business, and Daniel Fasco from EBS.



## FACULTY SENATE MINUTES

Meeting # 13

March 28, 1991

**CALL TO ORDER:** 4:13 pm, Riggle Room, ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell\*\*, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Lynne Fitzgerald\*\*, Teresa Forsyth, Mary Ann Gladden, James Gotsick\*\*, Nancy Graham\*\*, Lawrence Griesinger, Colleta Grindstaff\*\*, Harlan Hamm, Frances Helphinstine, Richard Hunt\*, Hillary Iwu\*, Joyce LeMaster\*\*, Gary Lewis\*, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden\*\*, Gail Ousley\*\*, James Quisenberry\*\*, Brent Rogers, David Saxon, Tom Scott\*\*, Mike Seelig\*\*, Rodney Stanley, Thomas Stroik, Cathy Thomas\*\*, Vasile Venettozzi, John Viton, Mont Whitson\*\*, and Robert Wolfe.

**MINUTES:** Approved as corrected.

**CHAIR'S REPORT:** (Attachment A)

**VICE-CHAIR'S REPORT:**

Vice-Chair Wolfe presented the proposal regarding the Senate Ad Hoc Committee on Calendar for a second reading. After much discussion Senator Dahlberg moved to table the proposal. Seconded, passed. Senator McCormick moved to take off the table. Seconded, passed. Senator McCormick moved to amend the proposal using only the first three points. Seconded, passed.

The vice-chair gave a report on the March 23, 1991, COSFL meeting that was held in Bardstown.

**VICE-PRESIDENT'S REPORT:**

Vice-President Philley reported on: 1) distribution of merit shares on departments; 2) 2 million dollar equipment bond; and 3) Founders Day.

**REGENT'S REPORT:**

Regent Wheeler reported on: 1) Founders Day; 2) Council on Higher Education Strategic Plan; and 3) the Survey requesting the greatest needs of the university and the criteria to select a president.

**COMMITTEE REPORTS:**

### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Senator Stanley reported that a faculty survey form regarding merit pay had been sent to all faculty.

Next, Senator Stanley presented for a first reading a proposal entitled: Recommendation for a University Faculty Development Program.

### Educational Standards

Chair Crager presented the proposal on University Undergraduate Catalog for a second reading. Passed unanimously.

**Fiscal Affairs**

Senator Saxon gave a report on faculty insurance and payroll deduction.

**Professional Policies**

Chair McCormick reported that her committee was working on workload and leave policies.

**ADJOURNMENT:** 5:50 pm.

## FACULTY SENATE MINUTES

Meeting # 14

April 4, 1991

**CALL TO ORDER:** 4:12 pm, Riggle Room, ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett\*, Alta Blair, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Lynne Fitzgerald\*\*, Teresa Forsyth, Mary Ann Gladden\*, James Gotsick, Nancy Graham, Lawrence Griesinger, Colleta Grindstaff\*, Harlen Hamm, Frances Helphinstine, Richard Hunt, Hillary Iwu\*, Joyce LeMaster, Gary Lewis\*, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Eugene Norden\*, Gail Ousley, James Quisenberry, Brent Rogers, David Saxon\*\*, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik\*, Cathy Thomas, Vasile Venettozzi, John Viton\*\*, Mont Whitson\*, and Robert Wolfe.

**MINUTES:** Approved.

**CHAIR'S REPORT:** (Attachment A)

Discussion occurred on the Presidential Search Committee representative from the Faculty Senate. Three options were given: 1) a split option with Chair Lindahl serving through his term with Vice-Chair Wolfe assuming the position when he became chair; 2) Chair Lindahl to serve the whole time; and 3) Vice-Chair Wolfe serving the whole time. Senator Scott moved that option one be used. Motion seconded. Senator McCormick moved to give all three options and have a secret ballot. Motion seconded. Senator Dahlberg moved to table until the next meeting. Seconded. Passed.

**FACULTY REGENT'S REPORT:**

Regent Wheeler announced that the questionnaire on criteria for choosing a new President, based on faculty responses so far, will come out next week.

**COMMITTEE REPORTS:**

### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Chair Seelig reported on discussions with the Vice-President for Academic Affairs regarding merit pay distribution. Chair Seelig reported that he would be asking AAUP to take the inequity issue to the Faculty Rights and Responsibilities Committee.

Senator Seelig moved that Chair Lindahl meet informally with the Vice-President for Academic Affairs to discuss issues of PBSI. Seconded. Senator Buck moved to table discussion of merit pay until the senators received the information on the overall distribution of merit shares. Seconded, failed. Original motion passed.

Senator Buck moved that the senators receive a copy of the PBSI information. Seconded. Passed.

The recommendation for a Faculty Development Program was tabled.

### Academic Governance

Chair Wolfe presented Ishappa Hullur, from Business, to be nominated to serve on the International Education Committee. Passed.

Chair Wolfe presented the following for a first reading: 1) Establish a Standing Committee on Service; and 2) Modify the Registration Advisory Committee.

### Elections

Chair Scott reported that there are a total of 21 at-large senate seats. At-large senate seats to be filled are: AS&T - one three year term, one two year term; Arts & Sciences - three three year term, one one year term; Business - one one year term; and EBS - three three year terms. Chair Scott also reported that there were eight departmental senate seats to be filled.

### Fiscal Affairs

Chair Quisenberry gave a report on how the payroll deduction eligibility works. The chair also reported on faculty insurance coverage.

The PBSI Recommendation was tabled.

**ADJOURMENT: 5:37 pm**

## FACULTY SENATE MINUTES

Meeting #15

April 18, 1991

**CALL TO ORDER:** 4:16 pm. Riggle Room. ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn\*, David Bartlett\*, Alta Blair\*\*, Laradean Brown, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite\*\*, James Dahlberg, Jackie Darling\*, Lynne Fitzgerald, Teresa Forsyth, Mary Ann Gladden, James Gotsick, Nancy Graham\*, Lawrence Griesinger, Harlan Hamm, Frances Helphinstine, Richard Hunt, Hillary Iwu\*\*, Joyce LeMaster, Robert Lindahl, Calvin Lindell, Nell Mahaney, Beverly McCormick, Gail Ousley\*\*, James Quisenberry, Brent Rogers, David Saxon, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson\*\*, Vasile Venettozzi, John Viton, Mont Whitson, and Robert Wolfe.

**MINUTES:** Approved as amended.

### FACULTY REGENTS REPORT:

Regent Wheeler thanked everyone for their response to the questionnaire.

Regent Wheeler announced the following as open meetings of the Presidential Search Committee: May 9 - Morehead Holiday Inn; May 13 - Hazard Community College; May 16 - Ashland Community College; May 20 - Prestonsburg Holiday Inn; May 21 - Maysville Community College; and May 23 - Montgomery County High School in Mt. Sterling.

### CHAIR'S REPORT: (Attachment A)

Senator Dahlberg moved to remove from the table for action the proposal on who would serve as the senate representative on the Presidential Search Committee. Seconded and passed. After discussion the proposal that the Senate representative to this committee be the sitting Senate Chair was passed.

### COMMITTEE REPORTS:

#### Professional Policies Committee

Chair McCormick presented a resolution regarding evaluation of academic personnel. Senator Dahlberg moved to suspend the rules to allow voting on the issue at present. Seconded. Passed by vote 18 yes and 9 no. Much discussion. Senator Quisenberry moved to table. Seconded. Passed.

Chair McCormick presented Pac-17: Sabbatical Leave and PAC-28: Educational Leave for a first reading.

Chair McCormick moved to repeal PAC-29: Faculty Workload Policy. Much discussion without action. A modified version of PAC-29 was presented for a first reading.

#### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Chair Seelig tabled until the next meeting the recommendations on faculty development.

Chair Seelig presented as a handout results of the faculty survey.

### Academic Policies

Chair Wolfe presented the proposal to establish a Standing Committee on Service for a vote. Passed.

Next, the Chair presented a proposal for the Modification of the Registration Advisory Committee for vote. Passed.

Next, the Chair presented for a first reading a proposal entitled: PAc-32: Professional Librarians. Librarian Betty Jean Wilson presented justification for the proposal to the senate.

Finally, Chair Wolfe presented for a vote a list of nominees for standing committees. Passed. (See Attachment B)

### Fiscal Affairs

Chair Quisenberry presented the following proposals for a first reading: 1) Salary Distribution Proposal; and 2) Early Retirement Incentive Proposal.

The chair gave a report on faculty insurance coverage.

### Elections Committee

Chair Scott reported that Departmental elections had been held and that the at-large senate elections would be taking place the first of next week.

**ADJOURNMENT: 6:07 pm**

## FACULTY SENATE MINUTES

Meeting # 16

May 2, 1991

**CALL TO ORDER:** 4:14 pm, Riggle Room, ADUC.

**SENATORS:** (\*Absent; \*\*Notified Absence)

John Alcorn, David Bartlett, Alta Blair, Laradean Brown\*\*, Roland Buck, Glenna Campbell, Buford Crager, Lola Crosthwaite, James Dahlberg, Jackie Darling, Lynne Fitzgerald, Teresa Forsyth\*, Mary Ann Gladden, James Gotsick, Nancy Graham, Lawrence Griesinger, Harlen Hamm\*\*, Frances Helphinstine, Richard Hunt, Joyce LeMaster, Robert Lindahl, Calvin Lindell\*\*, Nell Mahaney, Beverly McCormick\*, Gail Ousley, James Quisenberry, Brent Rogers, David Saxon, Tom Scott, Mike Seelig, Rodney Stanley, Thomas Stroik, Cathy Thomas, William Thompson\*, Vasile Venettozzi, John Viton, and Robert Wolfe.

**MINUTES:** Approved.

**CHAIR'S REPORT:** (Attachment A)

Senator Dahlberg moved that the Senate sponsor an open forum for 10:00 am May 15, Reading Day, to discuss the Presidential Search. Seconded, passed unanimously.

Handouts provided: AP-1: Undergraduate Admissions Standards (Revisions), and PAC-31: Misconduct in Research (New Policy).

Senator Dahlberg moved to suspend the rules and vote on AP-1. Seconded, failed 16 to 11. AP-1 was referred to the Educational Standard Committee.

### FACULTY REGENT'S REPORT:

Regent Wheeler gave the following as tentative agenda items for the May 17th Board of Regents meeting: 1) 90-91 graduates; 2) suspension of the BS Degree in Vet Tech; 3) PAC-32: Professional Librarians; 4) AP-1: Undergraduate Admissions; 5) 91-92 budget; and 6) personnel roster.

Senator Dahlberg moved to have the minutes state the untimely admission of AP-1 to the Senate. Seconded, passed unanimously.

### COMMITTEE REPORTS:

#### Fiscal Affairs Committee

Chair Quisenberry presented the policy on Distribution of Salary Increases for vote. Failed.

Next, chair presented Early Faculty Retirement Incentive Proposal for vote. Passed unanimously.

#### Ad Hoc Committee on Faculty Assessment/Performance Based Pay

Chair Seelig provided a handout of the results of the faculty survey on FEP/PBSL. Senator Stanley explained how the bar graph worked.

### Academic Policies

The following committee nominees were passed:

**Affirmative Action (one position to be named by the President) - 2 year term**  
Michelle Boisseau and Rae Smith

**Student Disciplinary Board - 2 year term**  
Calvin Lindell and Lola Crosthwaite

**Research & Creative Production**

Dr. William S  
K. M.

**Faculty Leave - 2 year term**  
Gail Ousley

**Faculty Promotion - 3 year term**  
Anna Demaree

**Faculty Rights & Responsibilities - (1 nominee from each college will be selected by vote by the respective college to serve a 2-year term from the names presented)**

**EBS:** Richard Daniel  
Mike Seelig

**AS&T** James Martin  
Rodney Stanley

**A&S** Michael Biel  
Leo Blair

**BUS** Roland Buck  
Ishappa Huller

**Elections Committee** (Attachment B)

### Professional Policies

Vice-Chair Campbell presented PAC-17: Sabbatical Leave of Absence for vote. Passed unanimously.

Next, vice-chair presented PAC-28: Educational Leave of Absence for vote. Passed unanimously.

Finally, vice-chair presented PAC-29: Teaching Workload Responsibilities & Overload for vote. After much discussion Senator Stanley moved to table until the August meeting. Seconded and passed.

**ADJOURNMENT:** 6:07 pm



## FACULTY SENATE MINUTES

Summer Meeting # 1

June 20, 1991

**CALL TO ORDER:** 4:10 pm, Riggle Room, ADUC.

### SENATORS PRESENT:

Buford Crager, James Dahlberg, Harlen Hamm, Robert Lindahl, Calvin Lindell, Nell Mahaney, James Quisenberry, Tom Scott, Mike Seelig, Rodney Stanley, Cathy Thomas, and Robert Wolfe.

**MINUTES:** Approved as corrected.

**CHAIRS REPORT:** See Attachment A.

### REPORT ON PLANNING BY PIRE DIRECTOR:

Dr. Virginia Wheelless, PIRE Director, reported that recommendations are now being made to revise some of the committees that comprise the strategic planning process. The internal and external environmental advisory scanning groups will be combined into one group. The University Planning Council will be a standing committee. Composition of these groups will also be modified. The President will request names from the Senate to serve as faculty representatives on various committees or the Council.

Senator Wolfe raised concerns that the revisions were approved by the President without consultation with the Senate.

Senator Dahlberg moved that the Academic Governance Committee bring a list of faculty names to the July Senate meeting to possibly serve on the Planning Council; seconded. After discussion Senator Dahlberg withdrew his motion.

A discussion followed concerning "Shared Governance" and the lack of Faculty Senate input into the creation of this new standing committee or its composition.

Senator Scott moved that the Academic Governance Committee proceed in coming up with a list of nine faculty names for possible placement on the University Planning Council and report on its progress at the July Senate meeting. Seconded and passed.

### COMMITTEE REPORTS:

#### Educational Standards Committee

Chair Crager reported on the following: 1) Television Course Statement; 2) Extension Course Statement; and 3) Pre-College Admission Requirements.

### NEW BUSINESS:

The Chair reported that it is the University and not the individual who is liable for the \$25,000 deductible in our liability insurance.

Senator Wolfe moved that a Resolution drafted by Senator Dahlberg regarding changes to PAC-3: Emeritus Rank, be forwarded by the Senate to the President; seconded and passed.

**ADJOURNMENT:** 6:15 pm

## FACULTY SENATE MINUTES

Summer Meeting # 2

July 17, 1991

**CALL TO ORDER:** 4:10 pm, Riggle Room, ADUC.

### SENATORS PRESENT:

Buford Crager, Lola Crosthwaite, Lawrence Griensinger, Beverly McCormick, James Quisenberry, Mike Seelig, Rodney Stanley, and Robert Wolfe.

**MINUTES:** Approved as corrected.

### CHAIR'S REPORT:

Vice-Chair Wolfe conducted the meeting in the absence of Chair Lindahl. Vice-Chair Wolfe reported on the following: 1) The VPAA Search, 2) The Presidential Search, 3) The Faculty Senate Retreat, and 4) The Faculty Rights & Responsibilities Committee request for work on promotion.

### NEW BUSINESS:

The Academic Governance Committee has been asked to supply names for the new standing committee, University Planning Council. This will be their first order of business in the new year.

Senator McCormick moved that the senate send a letter of <sup>Commendation</sup> ~~accommodation~~ and congratulation to the Department of Nursing on being accredited. Seconded and passed unanimously.

Senator McCormick moved that senate send a letter of <sup>Appreciation</sup> ~~accomplishment~~ be sent to Robert Lindahl. Seconded and passed unanimously.

### ANNOUNCEMENTS:

*Mr. William R.*

~~Bill~~ Seaton, Chairman of the Morehead State Board of Regents, will be guest speaker at the senate retreat.

A tentative schedule of events for the retreat was announced.

Senator Crager moved that the senate send a letter <sup>of</sup> ~~stating their appreciation in the effort to make the faculty happy~~ and ~~allowing them to be in at the ground floor of the search with~~ both the Vice-Presidential and Presidential ~~candidates~~ <sup>Search</sup>. Seconded and passed unanimously. *Committee*

First regular senate meeting will be August 22.

**ADJOURNMENT:** 4:52 pm

*Dan Thomas*

## FACULTY SENATE MINUTES

MEETING # 1

August 22, 1991

**CALL TO ORDER:** 4:15 pm - Riggle Room, ADUC

**SENATORS ABSENT:** James Dahlberg, Mary Ann Gladden, and Richard Hunt.

### CHAIR'S REPORT:

Outgoing Chair Lindahl made a brief report on the following: 1) Vice-President for Academic Affairs and Dean of Faculties Search; 2) Presidential Search Process; and 3) New Board of Regents. Lindahl then turned the gavel over to incoming chair Wolfe.

Chair Wolfe presented outgoing chair Lindahl with a gavel and commended him on his work while chair. Next, chair Wolfe recognized and welcomed newly elected senators. The chair spoke of some of the business, goals and aspirations for the coming year.

### REGENTS REPORT:

Regent Wheeler reported that about 30 candidates had either been nominated or applied for the President's position and the Search Committee would do a preliminary ranking of the candidates on October 4.

### ELECTION OF EXECUTIVE COUNCIL & VICE-CHAIR:

Chair read Article 4: Officers, of the Faculty Senate Constitution. After stating how the election was to be held a ten minute caucus of each college was held.

Members nominated for the executive council were: AS&T - Jackie Darling, Brent Rogers, and Rodney Stanley; A&S - Teresa Forsyth, James Quisenberry, and Tom Scott; BUS - John Alcorn, Dale Caudill, and Beverly McCormick; and EBS - Laradean Brown, Buford Crager, and Gaye Osborne. Members elected to the executive council were: Laradean Brown, Buford Crager, Teresa Forsyth, Beverly McCormick, James Quisenberry, Brent Rogers, Tom Scott, and Rodney Stanley.

Members of the executive council running for Vice-Chair: Laradean Brown, Buford Crager, Teresa Forsyth, Beverly McCormick, Brent Rogers, Tom Scott, and Rodney Stanley. Tom Scott was elected vice-chair.

### NEW BUSINESS:

Senator Viton moved that PAc-3: Emeritus Rank and PAc-32: Misconduct in Research be considered a first reading. Seconded. Senator Buck moved to table. Seconded and passed.

Senator Stanley moved to obtain a copy of the UAR and to see how UAR's are to be handled in hard copy form. Seconded and passed unanimously.

### ANNOUNCEMENTS:

Faculty Senate Retreat to be held this weekend. Friday at Holiday Inn at 5:30 pm and Saturday at 9:00 am in ADUC.

Executive Council to meet immediately following adjournment.

**ADJOURNMENT:** 5:40 pm.

8/22/91 Mtg

Continuation of minutes

(VAR)

Regulation issue raised by Sellig.

When does finality occur?

Policy & VAR attached at least

Buds - bring to Bds attention

Stapley's motion of obtaining a copy of  
motion } How are VARs <sup>are</sup> to be handled in  
(hard copy form. }  
2nd Sellig

\* Unanimous approval

only motion

Adjourned 5:40

## FACULTY SENATE MINUTES

MEETING # 2

September 6, 1991

CALL TO ORDER: 4:10 pm - Riggle Room - ADUC

SENATORS ABSENT: Roland Buck, Joyce LeMaster, and Nell Mahaney.

MINUTES: Approved as corrected.

### FISCAL AFFAIRS SPECIAL REPORT ON LIABILITY:

Chair Quisenberry introduced Mr. Porter Dailey, Vice-President for Administration and Fiscal Services, who reported on liability coverage for faculty. Vice-President Dailey gave a brief report and then introduced Mr. Robert Chenoweth, University attorney, who gave a more detailed report on the two types of liability insurance carried by the university. A question and answer session followed.

Chair Quisenberry moved that the Senate send a letter of appreciation to Mr. Porter Dailey, Vice-President for Administration and Fiscal Services, Mr. William Rosenberg, Director of Risk Management, and Mr. Robert Chenoweth, University attorney. Seconded and passed.

### CHAIR'S REPORT:

Chair Wolfe reported that he had meet with Dr. Grote and discussed PAC-32: Misconduct In Research.

The Chair made the following announcements: 1) he would be meeting regularly with Dr. Grote on Tuesday mornings this semester, 2) the Executive Council would be meeting with Vice-President Philley on the second and fourth Monday of each month, 3) Senator Dahlberg, Departmental Senator from Geography, Government and History, had resigned and that the Elections Committee will be supervising that election, 4) he had referred to the Fiscal Affairs Committee two proposals the Staff Congress had sent for possible joint approval, 5) a new system of attendance keeping was being placed in effect and everyone should make sure they signed in, and 6) the next Board of Regents meeting will be held Friday, September 13, 1991, at 10:00 am. The Chair encouraged more of the faculty to attend the Board of Regents meetings.

### VICE-PRESIDENT FOR ACADEMIC AFFAIRS REPORT:

Vice-President Philley announced that he would be presenting PAC-32: Misconduct in Research for conditional approval to the Board of Regents on Friday the 13th.

### COMMITTEE REPORTS:

#### Professional Policies

Chair McCormick presented the following proposals for a first reading: 1) PAC-3: Emeritus Status; 2) PAC-32: Misconduct in Research; and 3) UAR: Misconduct in Research.

#### Academic Governance

The following committee nominees were presented and approved:

#### Academic Appeals

One faculty member from each college and two faculty members at large. Two years, 1/2 replaced each year.

AS&T

Rae Smith

NAHS

1 year

#### Affirmative Action

Two faculty members. Representation at least 50% female. Selection of all members made by President from slates of nominees.

|          |                  |     |        |
|----------|------------------|-----|--------|
| AT-LARGE | Lindsey Back     | GGH | 1 year |
| AT-LARGE | Abdolla Ardeshir | IET | 1 year |

#### Research & Creative Productions

Two faculty members from each college. Two years, 1/2 replaced each year.

|     |               |    |         |
|-----|---------------|----|---------|
| BUS | Ishapa Hullur | AE | 2 years |
|-----|---------------|----|---------|

#### Undergraduate Curriculum

Two faculty members from each college. Two years, 1/2 replaced each year.

|     |             |    |        |
|-----|-------------|----|--------|
| BUS | Roland Buck | AE | 1 year |
|-----|-------------|----|--------|

#### University Computing Service

Four faculty members with at least one member who teaches data processing or makes substantial use of computers in the classroom. Two years, 1/2 replaced each year.

|     |               |    |         |
|-----|---------------|----|---------|
| BUS | Bonnie Bailey | IS | 2 years |
|-----|---------------|----|---------|

#### Educational Standards

Chair Crager presented the following for a first reading: 1) Correspondence Credit; and 2) Undergraduate Telecourse Credit.

#### Elections

Chair Rogers announced that his committee would be holding elections for Departmental Senator from Geography, Government, and History and the Graduate Committee elections in the near future.

#### ad hoc Faculty Assessment/Performance Based Pay

Chair Stanley reported that his committee had seen the proposed plan for PBSI this semester and the Faculty Senate would be playing a role, and that a proposal to make this committee a standing committee would be coming in the near future.

#### ad hoc Communications & Publicity

Chair Brown reported that her committee would be working on ways to improve relations between the faculty and senate.

#### Fiscal Affairs

Chair Quisenberry reported that his committee would be corresponding with sister institutions regarding summer school compensation and compensation for retired faculty teaching half load.

#### **NEW BUSINESS:**

Senator Stanley asked that the Fiscal Affairs Committee look into the pay scale for adjunct part-time faculty.

**ADJOURNMENT:** 5:50 pm

## FACULTY SENATE MINUTES

MEETING # 3

September 19, 1991

CALL TO ORDER: 4:12 pm - Riggle Room, ADUC.

SENATORS ABSENT: Coletta Grindstaff, Haydon Pillow, and John Viton.

MINUTES: Approved as corrected.

### CHAIR'S REPORT:

Chair Wolfe discussed: 1) Deductible for Liability Insurance; 2) general education objectives; 3) Pac's 3 and 25 are on the agenda for the Board of Regents meeting; and 4) COSFL.

### COMMITTEE REPORTS:

#### Academic Governance

The following committee nominees were presented and approved:

#### Faculty Promotion

One faculty from each college and five additional at-large faculty members, selected by Faculty Senate from the tenured, full-time faculty. Membership includes both males and females. No two representatives from same department shall serve on the committee at any one time. Committee members shall be full professors.

|              |          |             |
|--------------|----------|-------------|
| Mont Whitson | At-Large | 3 Year Term |
|--------------|----------|-------------|

#### University Planning Council

Selection of all members shall be made by the President from the following: four faculty (1 from each college) selected from 12 nominations (3 from each college) from the Faculty Senate.

|                                  |  |                       |
|----------------------------------|--|-----------------------|
| Nominees from AS&T (1 year term) | Brent Rogers<br>Carolyn Taylor<br>Freida Kilburn | ANR<br>HE<br>NAHS     |
| Nominees from BUS (2 year term)  | Kim Williams<br>Rodger Carlson<br>Sue Luckey     | A&E<br>MM<br>IF       |
| Nominees from EBS (2 year term)  | Lola Crosthwaite<br>Gaye Osborne<br>Tim Miller   | SSWC<br>HPER<br>EFSEd |

#### Employee Benefits

One faculty member from each college selected by the Faculty Senate.

|                 |      |             |
|-----------------|------|-------------|
| James Smallwood | AS&T | 3 year term |
|-----------------|------|-------------|

(to replace Scott Gillock)

#### Research & Creative Productions

Two faculty members from each college selected by the Faculty Senate and Director of Research, Grants, and Contracts.

|             |     |                    |
|-------------|-----|--------------------|
| Bill Batsel | EBS | Fall Semester 1991 |
|-------------|-----|--------------------|

(to replace William Weikel who is on leave and will return Spring Semester)

## Educational Standards

The following proposals were presented and passed unanimously: 1) UAR on Correspondence Credit; and 2) UAR on Undergraduate Telecourse Credit.

The following recommendations were presented for a first reading: 1) Academic Advising; 2) 1992-93 Academic Calendar; and 3) Academic Calendars. The committee moved to suspend the rules on vote of Recommendation # 1. Passed. Recommendation # 1: Academic Advising passed.

## Elections

The Faculty Rights & Responsibilities Committee election results were given: AS&T - Rodney Stanley; A&S - Leo Blair; and EBS - Mike Seelig.

## Fiscal Affairs

Chair reported on the following: 1) summer school salaries; 2) tuition waivers; 3) retirement credit for sick leave; 4) disability insurance; 5) sick leave pool; and 6) COSFL liasoning with KTRS.

## Professional Policies

PAc-3: Emeritus Status was unanimously passed.

PAc-32: Misconduct in Research and UAR: Misconduct in Research were unanimously defeated. Senator Seelig moved to combine PAc-32 and the UAR and call them PAc-32. Friendly amendments: 1) Under the UAR Introduction: "This policy is designed in accordance with" should replace "This University Administrative Regulation is designed to implement PAc-32 in accordance with". 2) The section entitled "INTRODUCTION" should be changed to read "JUSTIFICATION", and 3) all references to UAR should be removed from all pages. Original motion as amended passed unanimously.

## ad hoc committee on PBSI

Chair Stanley reported on the revised PBSI and asked that feedback be given to his committee. Issues included are: 1) 6th share - no appeal; 2) retroactive policy approval - 3/4 over period; 3) not enough review time for the committee; and 4) 1st year hires - "1 merit share issue."

## ad hoc committee on Communications and Publicity

Chair Brown discussed the Update than the Senate connection.

## ANNOUNCEMENTS:

It was noted that some faculty were having a problem in receiving their mail.

**ADJOURNMENT:** 5:59 pm



Judy - for 1st half of tape - red  
button was not down - I'm sorry

Fac. Senate 9-19-91

4:12 pm

1 minutes correction

---

### Chair's Report

Deductible - pd. by Univ. -  
in writing? Handout not  
signed

Rosenberg

2007

---

Time for Judy Rogers to bring  
Gen Ed. Objectives to Senate

---

PAC 25 & 3 will be on agenda  
of Bd of Regents

COSFL mtg -

---

Ed. Stand

VAR - Corresp.

VAR - Ungrad Tele course

} Passed  
Unan.

Rec #1

Rec #2

Rec #3

} 1st reading

Committee motion

Suspend the rules on Rec #1  
passed

Vote on Rec #1 — Passed

Mottisicle - no - would just dictate to  
departments

Others spoke of the faculty feeling  
that <sup>advisors</sup> not being considered  
as much as should

Rec # 2 } 1st reading  
Rec # 3 }

Changes Rec # 2 & #3 change V.P. to "President"

Suggestion to comm. - add "getting data" to rec. # 2

---

Judy - I messed up again.

Add. Gov.

See Sheet

1st & only reading -

Passed

---

Election

Fac. Rts & Resp. Comm.

AS&T - Stanley

A&S - Leo Blair

Ed etc - Mike Seelig

---

Fiscal Affairs

Summer school salaries

Tuition waivers

Retirement credit for sick leave



contd

Disability Ins.

Sick Leave Pool

COSFL liasoning w/ KTRS

Philly Plan → 40% raise \$ in PBP

Prof. Pol.

V.P. report

"6th share → no appeal"

min Pay

P.P.

Unan. Vote — note please

PAC-3 — See new 1st page

Vote

Rejected

\* Unanimous  
Note  
This

PAC-32 — Misconduct  
"VAR."

Seelig — against policy

Friendly Amend — PAC & VAR  
not accepted combined

Seelig motion — PAC & VAR <sup>together</sup> now be  
called PAC-32

friendly amend < ~~remove~~ intro from VAR <sup>see next page</sup> > accepted

## Change to this:

"UAR" Intro = "This policy is designed in accordance w/ " (use this phrase to replace over there)

Change label - of "Intro." to "Justification"

Remove all references to UAR on all pages

Now \* Passed - Unanimous Vote

Comm. & Publicity

Update & Senate Connection

\* Faculty Mailing List - Problem

Adjourn 5:59 pm

## FACULTY SENATE MINUTES

### MEETING #4

October 4, 1991

**CALL TO ORDER:** 4:11 pm - Riggle Room, ADUC.

**SENATORS ABSENT:** John Alcorn, Jackie Darling, Mary Ann Gladden, James Gotsick, Coletta Grindstaff, Joyce LeMaster, Eugene Norden, Haydon Pillow, James Quisenberry, Tom Scott, Carolyn Taylor, and Cathy Thomas.

**MINUTES:** Approved with corrections.

### CHAIR'S REPORT:

Chair Wolfe discussed: 1) Suggested changes on PAC's 3 and 32 that would be going to the Board of Regents for ratification; 2) COSFL meeting held in Louisville. Chair announced that Senator Lindahl was the President of this body, but needed to be designated as an official senate representative. Senator Stanley moved to designate Senator Lindahl as the official senate representative. Seconded. Passed unanimously.

Chair Wolfe turned the floor over to Senator Lindahl who gave a brief report on the COSFL agenda for the coming year.

Chair completed his report stating he had received a request from the Professional Librarians requesting membership on the Senate.

### FACULTY REGENT'S REPORT:

Regent Wheeler reported that the Board would be meeting October 5, 1991, at 10:00 am. Agenda items included: PAC's 3 and 32; 1992-94 operation and budget requests; telecommunications data; approval of house revenue bonds; revised student conduct code; compulsory insurance; and a report on the fall enrollment.

### UNDERGRADUATE DEAN - Special report on General Education Objectives

Undergraduate Dean Rogers addressed the Senate to discuss the draft on the new general education objectives. Dean Rogers encouraged the senate to discuss these issues with their constituents and welcomed comments and responses.

### COMMITTEE REPORTS

#### Academic Governance

The following committee nominees were presented and approved:

#### Faculty Rights & Responsibilities

Voting membership of the committee shall consist of two tenured faculty members from each college and one tenured faculty member at-large. The at-large member shall be elected annually. No two faculty members shall come from the same department. Nominees for faculty representatives for each college shall be made by the Faculty Senate and shall be voted on by members of the faculty in the college. The Faculty Senate shall select the remaining member from the tenured faculty at large.

College of Business will elect one from the following two nominees for a two year term:

Accounting & Economics  
Management & Marketing

Mesghena Yasin  
Rodger Carlson

College of Arts & Sciences will elect one from the following two nominees for a two year term:

Communications  
English, Foreign Language, & Philosophy

Michael Biel  
Mary Netherton

#### Educational Standards

Recommendation #2: 1992-93 Academic Calendar was passed unanimously.

Recommendation #3: Academic Calendars passed.

Fiscal Affairs

Vice-chair Campbell reported that their committee had met with a representative from the Staff Congress and would be submitted a proposal for a first reading at the next senate meeting based on information received from the Staff Congress.

ad hoc committee on PBSI

Chair Stanley presented a proposal regarding PBSI for a first reading.

ad hoc committee on Communications & Publicity

Chair Brown noted that future articles would be appearing the MSU Update.

**NEW BUSINESS:**

Senator Stanley moved that the Faculty Senate request through a letter that office space and secretarial assistance be provided for the COSFL president. Seconded. Passed.

**ANNOUNCEMENTS:**

Board of Regents meeting October 5, 1991, 10:00 am - Riggle Room.

**ADJOURNMENT:** 5:45 pm

**FACULTY SENATE AGENDA  
October 17, 1991  
4:10 pm - Riggle Room**

- I. Call to order
- II. Consideration of minutes of October 3, 1991
- III. Chair's Report
- IV. Vice-President's Report
- V. Faculty Regent's Report
- VI. Committee Reports
  - A. Academic Governance
  - B. Fiscal Affairs
    1. Proposal for Sick Leave Pool - 1st Reading
    2. Proposal for Long Term Disability Insurance - 1st Reading
  - C. Professional Policies
  - D. Ad Hoc on PBSI - PBSI Resolution - 2nd Reading
- VII. New Business
- VIII. Announcements
- IX. Adjournment



## FACULTY SENATE MINUTES

Meeting # 5

October 17, 1991

**CALL TO ORDER:** 4:12 pm - Riggle Room, ADUC.

**SENATORS ABSENT:** Ray Bernardi, Dale Caudill, Nancy Graham, Fran Helphinstine, Roger Jones, Brent Rogers, Layla Sabie, Cathy Thomas, and John Viton.

**MINUTES:** Were approved as corrected.

### **CHAIR'S REPORT:**

At Chair Wolfe's request the Senate approved a leave of absence for Cathy Thomas for the remainder of the semester and approved Harlen Hamm to replace her for that period of time.

Chair Wolfe asked the Senate to officially approve co-sponsoring with the MSU Chapter of the AAUP, the faculty forum on October 29th concerning legal issues facing faculty. Approved.

Chair Wolfe announced that Dr. Philley plans to present PAC-17: Sabbatical Leave of Absence; PAC-28: Educational Leave of Absence; and PAC-25: Early Retirement to the Board of Regents at the November 22nd meeting. He is also interested in getting PAC-29: Teaching Workload Responsibilities and Overload on the agenda.

Chair Wolfe discussed the key points of Dr. Grote's memo on the Kentucky budget shortfall and its anticipated effect on Morehead State University.

### **FACULTY REGENT'S REPORT:**

Regent Wheeler reported on the October 5th Board of Regents meeting. He expressed personal reservations about the Mays Hall renovation due to the decrease in high school seniors in our service region and therefore, an anticipated decrease in future enrollment. However, plans are so far along, it would have been difficult to withdraw at this point. Also, the design of the renovated dormitory is flexible enough that it can be used as conference housing or as married student housing.

The Board of Regents asked Regents Martin and Wheeler to look into concerns about overload and summer school pay.

### **COMMITTEE REPORTS:**

#### **Fiscal Affairs**

Mike Hopper, Career Planning and Placement Director, answered questions on two proposals from the Staff Congress: Proposal for Sick Leave Pool and Proposal for Long-term Disability Insurance. Dr. Quisenberry asked Senators to study the two documents, share them with faculty, and get any comments back to him by the next Senate meeting.

#### **Academic Governance**

Chair Forsyth announced that Hilary Iwu, Assistant Professor of Business Education and Information Sciences, was appointed for a two-year term to the University Undergraduate Curriculum Committee.

#### **Professional Policies**

Chair McCormick distributed working copies of PAC-29: Faculty Workload, Responsibilities, and Overload and asked Senators to review them before the first reading which is anticipated at the next Senate meeting.

Chair Wolfe announced that there would probably be a called Senate meeting on October 31 for a first reading of PAC-29.

#### **Ad Hoc Committee on PBSI**

Chair Stanley presented a revised resolution on faculty evaluation plans for the second reading. After a lengthy discussion, and several friendly amendments, the Senate approved the resolution that FEP and PBSI guidelines be in place prior to the year being evaluated; that the PBSI process be suspended for the 1991 year; and that any modifications of Departmental FEPs be expedited in an attempt to have plans in place by December 31, 1991, for evaluation the calendar year of 1992.

**ADJOURNMENT:** 6:06 pm



## **FACULTY SENATE MINUTES**

**Called Meeting # 1**  
**October 31, 1991**

**CALL TO ORDER:** 4:14 pm, Riggle Room, ADUC.

**SENATORS ABSENT:** John Alcorn, Ray Bernardi, Glenna Campbell, Buford Cramer, Mary Ann Gladden, Harlen Hamm, Joyce LeMaster, Calvin Lindell, Ric Northrup, Tom Scott, Mike Seelig, Tom Stroik, and John Viton.

Chair Wolfe turned the floor over to Senator McCormick.

### **Professional Policies Committee**

Chair McCormick presented PAC-29: Faculty Workload, Responsibilities and Overload for a first reading.

A short discussion followed.

**ADJOURNMENT:** 4:31 pm

## FACULTY SENATE MINUTES

MEETING #6

November 7, 1991

**CALL TO ORDER:** 4:15 pm, Riggle Room, ADUC.

**SENATORS ABSENT:** Ray Bernardi, Teresa Forsyth, James Gotsick, Nancy Graham, Roger Jones, Nell Mahaney, Eugene Norden, Ric Northrup, Haydon Pillow, James Quisenberry, and Mike Seelig.

**MINUTES:** Approved as distributed.

### CHAIR'S REPORT:

Chair Wolfe congratulated Senator Crager on the birth of his grandson. Chair also expressed condolences to Senator Jones on the death of his mother.

Chair discussed the following: 1) Budget reduction of 1.4 million dollars; 2) his attendance of the Advisory Committee of Council on Higher Education; 3) the forming of a state wide Ad Hoc Committee on Political Action; and 4) background information received from the Presidents Council on PAC's-17, 28, and 29.

Chair Wolfe provided handouts from the University Planning Council.

Chair also reported that upon investigation he had been informed that committee reports could be amended from the floor with a motion and a second.

### FACUTLY REGENTS REPORT:

Regent Wheeler reported in further detail the Advisory Committee of Council on Higher Education meeting. The current budget cut, possible future cuts, and ECU's class offering in the London-Corbin area were discussed.

### COMMITTEE REPORTS:

#### Fiscal Affairs

Vice-Chair Campbell moved to table both the Proposal for Sick Leave Pool and the Proposal for Long-Term Disability Insurance until the committee received additional requested information. The motion to table passed.

Vice-Chair Campbell turned the floor over to Senator Caudill who presented a resolution regarding Summer School Salary. Senator Caudill moved to suspend the rules and to consider this resolution for vote today. Seconded and passed. After discussion and friendly amendments the recommendation passed.

#### Professional Policies

Chair McCormick discussed changes made by the Presidents Executive Council in PAC-17. Senator Caudill moved to reinstate the Special Status where it had been deleted. Seconded and passed.

Chair McCormick reported that the President's Council had sent a draft of their changes for PAC-29: Faculty Workload, Responsibilities and Overload and proceeded to compare that version with the committees. After discussion the senates version of PAC-29 passed with friendly amendments.

#### Elections Committee

Chair Rogers noted that his committee would be conducting the remaining elections for the Faculty Rights and Responsibilities Committee next week.

**ADJOURNMENT:** 5:50

## FACULTY SENATE MINUTES

MEETING #6

November 7, 1991

**CALL TO ORDER:** 4:15 pm, Riggle Room, ADUC.

**SENATORS ABSENT:** Ray Bernardi, Teresa Forsyth, James Gotsick, Nancy Graham, Roger Jones, Nell Mahaney, Eugene Norden, Ric Northrup, Haydon Pillow, James Quisenberry, and Mike Seelig.

**MINUTES:** Approved as distributed.

### CHAIR'S REPORT:

Chair Wolfe congratulated Senator Cramer on the birth of his grandson. Chair also expressed condolences to Senator Jones on the death of his mother.

Chair discussed the following: 1) Budget reduction of 1.4 million dollars; 2) his attendance of the Advisory Committee of Council on Higher Education; 3) the forming of a state wide Ad Hoc Committee on Political Action; and 4) background information received from the Presidents Council on Pac's-17, 28, and 29.

Chair Wolfe provided handouts from the University Planning Council.

Chair also reported that upon investigation he had been informed that committee reports could be amended from the floor with a motion and a second.

### FACULTY REGENTS REPORT:

Regent Wheeler reported in further detail the Advisory Committee of Council on Higher Education meeting. The current budget cut, possible future cuts, and ECU's class offering in the London-Corbin area were discussed.

### COMMITTEE REPORTS:

#### Fiscal Affairs

Vice-Chair Campbell moved to table both the Proposal for Sick Leave Pool and the Proposal for Long-Term Disability Insurance until the committee received additional requested information. The motion to table passed.

Vice-Chair Campbell turned the floor over to Senator Caudill who presented a resolution regarding Summer School Salary. Senator Caudill moved to suspend the rules and to consider this resolution for vote today. Seconded and passed. After discussion and friendly amendments the recommendation passed.

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Chair McCormick discussed changes made by the Presidents Executive Council in PAC-17. Senator Caudill moved to reinstate the Special Status where it had been deleted. Seconded and passed.

Chair McCormick reported that the President's Council had sent a draft of their changes for PAC-29: Faculty Workload, Responsibilities and Overload and proceeded to compare that version with the committees. After discussion the senates version of PAC-29 passed with friendly amendments.

#### Elections Committee

Chair Rogers noted that his committee would be conducting the remaining elections for the Faculty Rights and Responsibilities Committee next week.

**ADJOURNMENT:** 5:50

## FACULTY SENATE MINUTES

### MEETING #7

November 21, 1991

**CALL TO ORDER:** 4:13 pm, Riggle Room, ADUC.

**SENATORS ABSENT:** Roland Buck, Larry Griesinger, and Judy Stafford.

**MINUTES:** Approved as distributed.

### CHAIR'S REPORT:

Chair Wolfe announced that the Board of Regents would be meeting tomorrow at 10:00 am.

Chair reported that he had received a resignation from Senator Ray Bernardi, Departmental Senator from Informational Sciences. An election to fill the remainder of Senator Bernardi's term will be held by the Elections Committee.

Chair reported that the Presidential Search Committee would be submitting names for consideration shortly.

### VICE-PRESIDENT'S REPORT:

Vice-President Philley reported on the following: 1) budget reductions and possible solutions; and 2) PAC's to be presented to the Board for approval - Pac-17: Sabbatical Leave of Absence, Pac-25: Early Retirement, Pac-28: Educational Leave of Absence, and Pac-29: Faculty Workload, Responsibility, and Overload.

### PARLIAMENTARIAN'S REPORT:

Parliamentarian Quisenberry discussed amendments to proposals coming from committee.

### COMMITTEE REPORTS:

#### Academic Governance

The following action was passed: Ted Pack, from Arts & Sciences, was nominated for a two year term to replace Cathy Thomas on the Undergraduate Curriculum Committee.

Chair Forsyth presented for a first reading a proposal for modifications of the University Planning Council.

Floor was turned over to Dr. Virginia Wheelless, Director of Planning and Institutional Research. Dr. Wheelless gave a report on the Planning Council. Questions and answers followed.

#### Educational Standards

Chair Crager provided a handout regarding admissions and reported on Morehead State's current policy on the transferring of D's.

#### Fiscal Affairs

Chair Quisenberry reported on health insurance. Chair also provided information on sick day absences within the university.

#### Elections

Chair Rogers reported that elections for the Faculty Rights and Responsibilities Committee vacancies were in progress.

#### ad hoc Committee on PBSI

Chair Stanley reported that FEP's were due in the Vice-President's office as soon as possible. Chair also noted that possible date for this action to be completed was the last of February.

### ANNOUNCEMENTS:

COSFL will be meeting December 7, 1991, at the University of Louisville Law School.

**ADJOURNMENT:** 6:10 pm

## FACULTY SENATE MINUTES

Meeting # 8

December 5, 1991

CALL TO ORDER: 4:13 pm, Riggle Room, ADUC.

SENATORS ABSENT: Laradean Brown, Jackie Darling, Ben Flora, Mary Ann Gladden, Gaye Osborne, Tom Scott, and Tom Stroik.

MINUTES: Passed as distributed.

### CHAIR'S REPORT:

Chair Wolfe announced that the Executive Council meet on Monday, December 9, 1991, at 8:00 am to review action taken during the semester and to plan for the spring semester. He asked anyone having issues to bring before the senate to notify a member of the executive council before Monday's meeting.

The chair also noted that copies of the memorandum from Dr. Grote regarding the budget contingency plan had been sent to all senators.

Additional topics discussed by the chair were: 1) UAR on PAC-5 has been received and is in the possession of the Professional Policies Committee; 2) on November 22, the Board of Regents passed PAC's 17, 25, 28, and 29 without questions or a dissenting vote; and 3) the chair announced that Senator Seelig had volunteered to serve as chair of a Political Awareness Committee. The committee will ~~represent faculty on forms of legislation affecting higher education.~~ *Inform the*

Senator Lindahl volunteered to serve on this committee since COSFL is working on the same issues.

Senator Lindahl, President of COSFL, reported that COSFL was currently working on the following: 1) budget situation for Higher Education; 2) accountability and assessment of programs; 3) medical insurance; and 4) liability insurance and will meet in Louisville on December 7.

### FACULTY REGENT'S REPORT:

Regent Wheeler discussed the Presidential Search.

### COMMITTEE REPORTS:

#### Academic Governance

Chair Forsyth presented the proposal for modifications to the University Planning Council for a vote. Senator McCormick made a motion for a friendly amendment to change council to committee in the title. The friendly amendment was accepted by the body. The proposal, as amended, passed by unanimous vote.

#### Fiscal Affairs

Chair Quisenberry moved that both the proposal for a Sick Leave Pool and Long-Term Disability Insurance be brought from the table. Passed.

The proposal for Long-Term Disability Insurance was presented for a vote. After discussion Senator Buck moved to return the proposal to the table. Seconded, passed.

The proposal for Sick Leave Pool was presented for a vote. After discussion the proposal passed.

#### Elections

Chair Rogers reported the following results from the Faculty Rights and Responsibilities Committee Elections: from the College of Arts & Sciences - Mary Jo Netherton; and from the College of Business - Mesghena Yasin.

The chair reported that elections for the Graduate Committee for the College of Business were currently in progress.

*Loc. Political Awareness Com*

ad hoc Committee on PBSI

Chair Stanley reported that no Department FEP's had been received at this time.

**ANNOUNCEMENTS:**

The next meeting will be January 16, 1992, at 4:10 pm in the Riggle Room.

**ADJOURNMENT:** 5:19 pm

**FACULTY SENATE AGENDA**  
**January 16, 1992**  
**4:10 pm - Riggle Room**

- I. Call to order
- II. Consideration of minutes - December 5, 1991
- III. Chair's Report
- IV. Vice-President's Report
- V. Faculty Regent's Report
- VI. Committee Reports
  - A. Academic Governance - Nominations for Standing Committees
  - B. Educational Standards
  - C. Fiscal Affairs - Remove Proposal for Long-Term Disability Insurance from Table
  - D. Professional Policies
  - E. Elections - Report on Graduate Committee
  - F. ad hoc Committee on PBSI - Department FEP's
  - G. ad hoc Committee on Communications
- VII. Announcements
- VIII. Adjournment

FACULTY SENATE AGENDA

January 17, 1991

Riggle Room

- ~~I.~~ Call to order 4:14
- ~~II.~~ Consideration of minutes of December 6, 1990
- ~~III.~~ Chair's Report
- ~~IV.~~ Unfinished Business - Library Resolution - 2nd Reading ← *PASS unanimous*
- ~~V.~~ Vice-President's Report
- ~~VI.~~ Faculty Regent's Report
- ~~VII.~~ Committee Reports
  - ~~A.~~ Ad Hoc Committee on Faculty Assessment/Performance Based Pay
    1. Establishment of new Senate Committee known as Faculty Evaluation, Development & Performance-Based Pay Committee - 1st Reading
    2. Recommendations for Revisions to Minimum Guidelines for FEP - 1st Reading
  - ~~B.~~ Academic Policies — *NO Report*
  - ~~C.~~ Educational Standards
  - ~~D.~~ Elections - Report of Graduate Committee Election
  - ~~E.~~ Fiscal Affairs
  - ~~G.~~ Professional Policies
- ~~VIII.~~ New Business
- ~~IX.~~ Announcements
- ~~X.~~ Adjournment 4:45

*This will affect Constitution*

*See 15  
OK to see if MS has right*

*Mc*

CHAIR'S REPORT  
January 17, 1991

1. Senate Constitution. The Chair appointed an ad-hoc committee to modify the Senate Constitution as approved by the faculty last spring. The committee members consist of the Chair and Senators Dahlberg, Glasser, Gotsick, McCormick, and Scott. A special Senate meeting on January 31 will be held for purposes of discussion of the draft Constitution resulting from the committee recommendations. Every effort will be made to get a President-approved version of the Constitution to the Board of Regents at their March 1 meeting.
2. Academic Policies Passed by the Board of Regents at the December Meeting.
  - a) PAC-1: Definition of Academic Titles. The terminal degree is expected for faculty having academic rank of assistant professor or higher. Documented outstanding professional experiences may substitute for the terminal degree. Left out of this policy were two Senate passed statements:
    - i) The VPAA shall maintain documentation of evidence of outstanding professional achievement in lieu of the terminal degree;
    - ii) A departmental review committee shall examine the academic credentials of new faculty when considered for a rank of associate or full professor.
  - b) PAC-10: Extraordinary Faculty Compensation. The faculty will receive no less than 2% of base salary per credit hour for teaching summer courses. Faculty will receive over-the-road pay for each off-campus course taught, based on total weekly mileage. No restrictions are placed on the rights of the President to waive the three hour teaching requirement for administrators who are tenured in an academic department.
  - c) PG-3: Definition of Academic Titles. A three year limitation of consecutive service has been imposed on all fixed-term faculty. An exception to this policy are those fixed term faculty who have served three or four years continuously; they may serve for a total of five consecutive years.

Regent Wheeler expressed Senate concerns to the BOR concerning the low 2% payment rate for summer faculty salaries and insufficient time for Senate consideration of important academic policy statements.

The BOR also adopted a minor change in PAC-27: Tenure Policy which now effectively excludes fixed term faculty from being considered for tenure.

3. Meeting with President Grote (Jan. 17)
  - a) There was discussion concerning the lack of Board action on those faculty going up for tenure. According to PAC-27, the Board is to vote at its next meeting on



the President's recommendations, which would occur by Dec. 8. The President will notify each effected faculty as to what his recommendation will be to the BOR at their March 1 meeting. Next year the Board meets in November and February so this problem will recur.

- b) The President will soon be asking the Senate for a list of nominees to the Search Committee for the VPAA position. The Personnel Services Director will be forming the letter advertising this position.

4. Meeting with Vice President Philley.

- a) The Senate ad-hoc committee on Faculty Evaluation, Development, and Performance-Based Pay will be working with the Vice-President in drafting a policy statement concerning PBSI, which is to be presented at the March 1 BOR meeting.
- b) PG-9: Leave of Absence Without Pay will be modified to eliminate the necessity of Board action when granting an extended leave of absence without pay.
- c) State bonds for the \$2 million in equipment will not be up for bids until this summer.

- 5. The President will be meeting with his Executive Council to consider a proposal creating a Standing Committee on Service. The Senate should receive their recommendations later this semester.

1-12-91  
1st Reading

## FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Recommendations for Revisions to Minimum Guidelines for FEP

SUBMITTED BY Ad Hoc Comm. on Faculty Eval/PBSI DATE December 17, 1990

### BACKGROUND/ANALYSIS:

There was not a specified role for the Faculty Senate in the initial draft of the "Minimum Guidelines for Faculty Evaluation."

### PROBLEM/NEED:

The recent proposal entitled, "Performance-Based Salary Increase Procedure," specifies as one of the roles of the Faculty Senate to be to review departmental FEP's for compliance with the Minimal Guidelines.

### PROPOSAL:

That the Faculty Senate be specifically responsible for reviewing departmental FEP's for compliance with Minimal Guidelines, and for suggesting revisions to the Guidelines.

### COST:

None.

### ANTICIPATED CONSEQUENCES:

#### SHORT TERM:

That the VPAA will call upon the Senate to review revised departmental FEP's recently submitted to his office.

#### LONG TERM:

That an on-going relationship between the Faculty Senate and the Office of the Vice-President for Academic Affairs is formed to ensure the continuous development of departmental FEP's in accordance with Minimum Guidelines.

### ROUTING SEQUENCE /TIMETABLE FOR IMPLEMENTATION:

M E M O R A N D U M

To: All Faculty  
From: Alban Wheeler  
Date: January 23, 1991

RE: Presidential Search Update

The Board of Regents and non-regent members of the Presidential Search Committee will interview the five presidential candidates on January 24-25 at the Marriott Hotel in Lexington. It is our objective to, at the conclusion of the interviews, select two or three finalists who will then be invited to visit our campus and meet with the various constituencies of the university.

You will receive details on the process and procedures that will be followed during the campus visits as soon as possible after they have been determined.

FACULTY SENATE AGENDA  
SPECIAL CALLED MEETING # 3  
JANUARY 31, 1991  
RIGGLE ROOM - 4:10 PM

- I. Call to order
- II. Senator Replacements
- III. Constitution Revisions - 1st Reading
- IV. Adjournment

FACULTY SENATE AGENDA

February 7, 1991

Riggle Room

- I. Call to order 4:15 PASS
- II. Consideration of minutes of January 17 and January 31, 1991
- III. Chair's Report - 4 Hack A Motion - Mary Ann Skadden \* Constitution Option
- IV. Vice President's Report - No Report
- V. Faculty Regent's Report
- VI. Committee Reports
- A. Ad Hoc Committee on Faculty Assessment/Performance Based Pay
1. Recommendations for Revisions to Minimum Guidelines for FEP - 2nd Reading PASS
2. Policy on PBSI - 1st Reading PASS
- B. Academic Policies Committee - Modification of title of University Standing Committee Attendance
- C. Educational Standards Committee
- D. Fiscal Affairs Committee
- E. Professional Policies Committee
- VII. New Business - Report on the ad hoc University Calendar Committee by Senator Wolfe
- VIII. Announcements
- IX. Adjournment

Attachment A

**CHAIR'S REPORT**

**February 7, 1991**

1. Meeting with President Grote (Feb. 6)

- a) The proposed revision of the Senate Constitution was discussed. Either the Option 1 or Option 2 version should be deemed acceptable by the President, if passed by the Senate.
- b) The President received a copy of the Senate resolution recommending that faculty on standing appointments constitute a majority of the members of the Search Committee for the VPAA. A manual from the American Association of Higher Education on search committees strongly recommends that when searching for an academic administrator, a majority of the faculty members consist of faculty. The President indicated that there should be one faculty member from each college on the Search Committee. The President will consider recommended changes proposed by the Search Committee concerning the job description and search guidelines.
- c) It was requested by the President that any correspondence to the chairs of the University Standing Committees relating to policy/regulation issues originate from his office, instead of the Senate.

2. Senate Executive Council Meeting (Feb. 4)

- a) It was determined that a thorough review is needed of our policy on searches, such as PAd-9: Search Policy for Higher-Level Administrators.
- b) A Senate-approved Senate Constitution will be submitted for a vote by the full-time faculty. If approved by the Faculty, the Constitution will be submitted to the President for approval and then subsequent approval by the Board of Regents at their March 1 meeting.

1st Reading  
2-7-91

## FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL PAC - 30: Performance-Based Faculty Salary Increases

SUBMITTED BY Ad Hoc Committee on Faculty Evaluation/PBSI DATE 2/6/91

BACKGROUND/ANALYSIS: Presently, Minimum Guidelines for Faculty Evaluation, and Procedures for Performance-Based Salary Increases exist, but are not tied into a personnel policy. The Vice-President of Academic Affairs has requested that the Faculty Senate draft an initial policy on PBSI.

PROBLEM/NEED: Same as above.

PROPOSAL: To create a general policy statement on PBSI upon which specific procedural steps can be incorporated in a university administrative regulation (UAR). If approved by the Senate and Administration, the policy would go before the Board of Regents as PAC - 30.

COST:

### ANTICIPATED CONSEQUENCES:

SHORT TERM: If approved by the Senate, it will be presented to the Administration for review prior to being taken before the Board of Regents.

LONG TERM:

ROUTING SEQUENCE /TIMETABLE FOR IMPLEMENTATION: The Vice-President for Academic Affairs would like to have a policy on PBSI taken before the Board at their March meeting.

## FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Attendance Policy-Requirements - University Standing Committees

SUBMITTED BY Academic Policies Committee DATE February 7, 1991

### BACKGROUND/ANALYSIS:

Situations arise where members of a standing committee are excessively absent from committee meetings. This places an added burden on other members of the committee.

### PROBLEM/NEED:

A procedure for replacing members of standing committees who are excessively absent from meetings.

### PROPOSAL:

*that the President require*  
The Faculty Senate urges each University standing committee to immediately adopt and enforce an attendance ~~policy~~ requirement for meetings. Also, if a member reaches the specified limit for absences, the appropriate appointing body (Faculty Senate, Staff Congress, Student Government Association) shall be requested to name a replacement to the committee. Furthermore, each standing committee is requested to exert every effort to insure that meetings are scheduled at a time which permits attendance by all committee members.

### COST:

### ANTICIPATED CONSEQUENCES:

### SHORT TERM:

### LONG TERM:

### ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:

*the President*  
The chairperson of the Faculty Senate shall convey this request to each ~~University standing committee, the chairpersons of other appointing bodies, and the president of the University.~~

*1st Reading  
2-7-91  
2nd Reading  
PASS  
Unanimous*



2-7-91  
PSS

## FACULTY SENATE PROPOSAL

**TITLE OF PROPOSAL** Recommendations for Revisions to Minimum Guidelines for FEP

**SUBMITTED BY** Ad Hoc Com. on Faculty Eval/PBSI **DATE** December 17, 1991

### **BACKGROUND/ANALYSIS:**

There was not a specified role for the Faculty Senate in the initial draft of the "Minimum Guidelines for Faculty Evaluation."

### **PROBLEM/NEED:**

The recent proposal entitled, "Performance-Based Salary Increase Procedure," specifies as one of the roles of the Faculty Senate to be to review departmental FEP's for compliance with the Minimal Guidelines.

### **PROPOSAL:**

That the Faculty Senate be specifically responsible for reviewing departmental FEP's for compliance with Minimal Guidelines, and for suggesting revisions to the Guidelines.

### **COST:**

None.

### **ANTICIPATED CONSEQUENCES:**

#### **SHORT TERM:**

That the VPAA will call upon the Senate to review revised departmental FEP's recently submitted to his office.

#### **LONG TERM:**

That an on-going relationship between the Faculty Senate and the Office of the Vice-President for Academic Affairs is formed to ensure the continuous development of departmental FEP's in accordance with Minimum Guidelines.

### **ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:**

*Withdrawn  
2-7-91*

## FACULTY SENATE PROPOSAL

**TITLE OF PROPOSAL** Establishment of a new Senate Standing Committee to be know as the  
Faculty Evaluation, Development & Performance-Based Pay Committee  
**SUBMITTED BY** Ad Hoc Committee on Fac. Eval. and PBSI **DATE** December 17, 1991

### BACKGROUND/ANALYSIS:

The MSU Faculty Senate established an Ad Hoc Committee during the 1990-91 academic year to educate the Faculty Senate and general faculty of issues related to faculty evaluation, faculty development, and performance-based pay.

### PROBLEM/NEED:

The Ad Hoc Committee is proposing specific responsibilities for the Faculty Senate to be included in a revision of the Minimum Guidelines for Faculty Evaluation. Also, the proposed PBSI Procedure specifies on-going responsibilities for the Faculty Senate. Members of the Ad Hoc Committee feel that a Standing Committee needs to be established.

### PROPOSAL:

The proposal calls for the creation of a new Faculty Senate Standing Committee with on-going responsibilities in faculty evaluation, faculty development, and performance-based salary increase processes and procedures.

### COST:

None.

### ANTICIPATED CONSEQUENCES:

#### SHORT TERM:

That the Ad Hoc Committee continue to function until such time as a proposal for a Standing Committee can be voted upon by the general faculty and approved by the Board of Regents.

#### LONG TERM:

That a Standing Committee is formed to further faculty evaluation, development, and performance-based salary increase processes and procedures.

### ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:



# MEMORANDUM

MOREHEAD, KENTUCKY 40351

TO: Job Classification Appeals Committee  
Ms. Carol Barber  
Ms. Thelma Bumgardner  
Mr. Dan Connell  
Ms. Evelyn Stewart  
Ms. Paula Williams  
Ms. Sue Woodrow

FROM: Mr. Larry Stephenson, Chair

DATE: February 12, 1991

RE: Scheduled Meeting of February 18, 1991

The regular scheduled meeting for February 18, 1991, of the Job Classification Appeals Committee has been cancelled. In conversation with Suzanne Stull today, I find we have no appeals at this time. The next regular scheduled meeting will be at 10 a.m. March 11, 1991, in East Room B of ADUC.

smt

xc: President Grote  
Virginia Wheelless  
Archives - CCL  
✓ Faculty Senate  
Staff Congress  
SGA

FACULTY SENATE AGENDA

February 21, 1991

Riggle Room

Robert Lindahl  
UPO 829

- I. Call to order
- ✓ II. Consideration of minutes of February 7, 1991
- III. Chair's Report
- IV. Vice-President's Report
- V. Faculty Regent's Report
- VI. Committee Reports

- A. Ad Hoc Committee on Faculty Assessment/Performance Based Pay - Policy on PBSI - 2nd Reading
- B. Academic Policies Committee ← Prom. Committee = replacement of MK Thomas (this semester only) - Gary Cox
- C. Educational Standards Committee
- D. Fiscal Affairs Committee ←
  - A. Resolution (liability coverage uncertain)
  - B. Progress Report
- E. Professional Policies Committee

- VII. New Business
- VIII. Announcements
- IX. Adjournment

Ad-hoc calendar comm.  
meeting

Early retirement at  
other institution

Get calendar info  
(this year's schedule)

CHAIR'S REPORT  
February 21, 1991

1. Faculty Vote on the Senate Constitution. There were 191 yes votes out of a total of 324 eligible full-time faculty (59 %) when the tally was made by Senator Scott and the Chair on February 20. Consequently, the Constitution will be sent to the President for approval and will be considered by the Board of Regents at their March 1 meeting.
2. Meeting with President Grote (Feb. 21).
  - a) PAC-30: Policy on Performance-based Salaries for Faculty will be an agenda item at the March 1 Board meeting. The Chair will be meeting with Vice-President Philley tomorrow morning to discuss today's Senate action on this policy.
  - b) The Search Committee for the Vice-President for Academic Affairs and Dean of Faculty will probably consist of either nine or 10 voting members, with Vice-President Dailey being a non-voting chair. There will be one faculty member from each college, drawn from the nominees approved by the Senate at the February 7 meeting. A minority faculty member will also be chosen for the Committee. The remaining members will include a Chair, Student Representative Hart, Dean Derrickson, and PIRE Director Wheelless.
  - c) The President is requesting that an ad-hoc committee on faculty and staff development be formed. The Senate is requested to submit the names of four faculty, one from each college, to be appointed to the Committee.
3. Senate Ad-hoc Committee on the University Calendar. At the February 7 meeting of the Senate, the Chair was directed to form an ad-hoc committee to study issues pertaining to the University calendar. The following Senators have agreed to serve on this committee: Robert Wolfe (chair), Lola Crosthwaite, James Gotsick, Harlan Hamm, Fran Helphinstine, and Rodney Stanley.
4. Handout of the Summary Sheets on Faculty Salary Comparisons. The Senators should distribute this information to the faculty in their departments. Comments on the information should be directed to Senator Quisenberry, Chair of the Fiscal Affairs Committee.
5. Proposed University Calendar for 1991-91 & 1992-93. Vice-President Philley is proposing the following modifications in the calendar:
  - a) Fall, 1991: Thanksgiving break begins Tuesday, November 26 at 4:30 pm (no evening classes). The Fall Break Day for students will be held as scheduled last fall.
  - b) Spring, 1992: Split Final Week - Wed., May 6 is a Reading Day, finals begin on May 7 and continue through Wednesday, May 13. There will be no evening classes on Tuesday, May 5.
  - c) Fall, 1992: Thanksgiving break will be as in the Fall, 1991 schedule except that evening classes will be conducted on Tuesday. Fall Break Day will be shifted in order to provide balance of MWF and TThF class meetings.
  - d) Spring, 1993: Same as for Spring, 1992.
6. COSFL Meeting at University of Louisville. The Coalition of Senate and Faculty Leaders will be meeting this Saturday (Feb. 23) to discuss major issues facing higher education in Kentucky this year. The Senate will be given a summary of events at this meeting.
7. Council of Higher Education Faculty Advisory Committee Meeting. This advisory committee to the faculty is holding a meeting at E-town on Saturday, March 8 with faculty senate chairs and faculty regents/trustees. The purpose of the meeting is to discuss the Strategic Plan for institutions of higher education in Kentucky.

Attachment A

CHAIR'S REPORT

1. Meeting of the Presidential Search Committee (April 4).  
The Senate has the option of either approving the Chair, the Vice-Chair, or both as the official Senate representative on this committee. In the latter case the Chair would serve until August when his term of office expires. The Vice-Chair would attend all of the open meetings and then take over as the representative on the Committee.
2. Meeting with Vice-President Philley, Deans, and Department Chairs (April 3).
  - a) No decision was announced by Vice-President Philley on the value of each merit share, although there was some discussion of reducing the one percent base pool of \$126,000.
  - b) There will be no awarding of a sixth share to the most outstanding faculty.
  - c) One share will be awarded to all tenure track faculty who are in their first year of employment and who have performed at or above expected levels, as determined by the chairs.
  - d) The Vice-President stated his belief that any faculty member receiving five shares should exceed the expected level of performance in each of the three categories of teaching, professional achievement, and service.
  - e) It was announced that the Senate-approved recommendations for change in the 1991-92 Calendar will be adopted. These changes are:
    - ( i ) The University will be closed on Wednesday of Thanksgiving week, instead of the previous statement that students will be dismissed from classes on this day.
    - ( ii ) Both faculty and students will be dismissed from their responsibilities on the Student Fall Break Day.
    - (iii) It is expected, after consultation with Registrar Ranvier, that the due date for turning final grades for the fall semester be moved to Tuesday after final week.
  - f) Compensation to faculty for summer teaching is based on the number of course credit hours, not the number of contact hours.
  - g) A Departmental Chair's Council is in the process of being formed.
3. Senate Executive Council Meeting (April 1).  
The Executive Council discussed certain areas of faculty interest, some of which are policy issues (such as faculty workload), strategic planning, faculty development, academic standards, fiscal issues, and shared governance.
4. At a recent COSFL meeting it was announced that Murray will not allow unsigned student evaluation forms of faculty performance, if they are to be used for tenure, promotion, or performance-based compensation.

MEMO

TO: Bob Lindahl, CHair of Faculty Senate

FROM: Lynne Fitzgerald *lf 3/8/91*

RE: Absentee and Proxy

DATE: March 7, 1991

---

I will be off campus between March 28th and April 7, 1991; therefore I will be unable to attend the Faculty Sneate Meeting scheduled for March 28th and April 4th.

The purpose of this memo is to inform you both about the need to miss these two meetings and to identify Laradean Brown as my proxy in regard to any votes taken during these two meetings.

Thank you for informing the recording secretary on both matters.

CHAIR'S REPORT  
March 7, 1991

1. Board of Regents action (March 1 meeting).

- a) PAC-30: Policy on Performance-based Compensation for Faculty. The BOR approved this Senate-initiated policy on performance-based compensation. The only changes from that which was approved by the Senate at the last meeting were:  
-A statement was left in concerning those faculty who are eligible for PBSI, namely faculty on standing appointments (including those with less than one full year of service).  
-The role of the President in the implementation of the policy was reinserted (see the last paragraph).  
Vice President Philley thanked the Senate at the BOR meeting for its effort in drafting this policy under short notice.
- b) The BOR approved the new Faculty Senate Constitution, which was previously approved by the Senate, Faculty, and the President. The new Constitution expands and clarifies the roles of the various committees, redefines those faculty who are eligible to vote for or be elected as a Senator, and allows for greater flexibility in conducting its business.
- c) Regent Chair Seaton announced the formation of a Search Committee for the President. The committee members are: regents Wayne Martin (chair), Charles Wheeler, Alban Wheeler, William Colfield, Faculty Senate Chair, Staff Congress Chair, Student regent, Alumni Association President, Mrs. Madge Baird. The first meeting is scheduled for April 4.

2. Meeting with President Grote (March 7).

- a) The Search Committee for the Vice-President for Academic Affairs and Dean of Faculty will consist of a non-voting chair (VP Dailey) and nine voting members, five of whom are faculty. The Senate had recently passed a resolution requesting that a majority of the membership of this committee consist of faculty. The voting members are: Dean Derrickson, Chris Hart, Harlen Hamm, Dennis Karwatka, Robert Meadows, Donna Phillips, Layla Sabie, Gene Young, and Virginia Wheelless.
- b) The Senate Academic Governance Committee (formerly Academic Policies Committee) will be considering proposed policy on the establishment of a University Service Committee. The President's Executive Council has recently released their proposal for Senate consideration.
- c) The Senate Chair discussed with the President the need to establish a plan for assessment of University personnel who are not classified as either faculty or staff.

3. Senate Executive Council meeting (March 4).

The Executive Council will be developing a faculty survey form for distribution to the general faculty later this spring. Senators should present ideas for questions and faculty concerns at their upcoming committee meetings.

4. Discussion with Vice-President Philley. Dr. Philley has requested that the Senate make a recommendation as how the money for faculty salary increases is to be allocated. The Fiscal Affairs Committee will be making a recommendation to the Senate concerning this allocation in the near future.



PROPOSAL  
SENATE AD HOC COMMITTEE ON CALENDAR

We move that the chair of the Faculty Senate convey to President Grote the following concerns about the recently adopted two-year calendar:

1. The students-only Fall Break scheduled for October of each year should be reviewed so that it includes faculty. If not, abolish it and conduct classes.
2. The Thanksgiving Break for students that begins at the close of classes on the Tuesday prior to Thanksgiving needs to be clarified. It would appear that faculty will no longer receive the Thanksgiving Break. If faculty are to receive this break, it should coincide with the time allocated for students.
3. The Registrar should be permitted to establish the due date for final grades as Tuesday after final examinations conclude on Friday.
4. The spring semester should not start and end with split weeks. This will be disruptive to the schedules of students, parents, and faculty. In addition, the conclusion of final examinations on a Wednesday and commencement on the following Saturday will likely result in reduced attendance by all participants.

Suggestions: Reduce class meeting time to 37 per semester and schedule final examinations for the entire week with commencement on Saturday after final examinations conclude on Friday.

*1st Reading  
3-28-91*

FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Senate Recommendations for a University Faculty Development Program.

SUBMITTED BY Senate Ad Hoc Committee on Faculty Evaluation DATE March 26, 1991  
and Performance-Based Salary Increase.

BACKGROUND/ANALYSIS:

The President has recently charged an ad hoc committee to make recommendations for both staff and faculty development at MSU. These recommendations, to be submitted by the Faculty Senate to the ad hoc committee, are based upon principles discussed at the State-wide Consortium on Faculty Development.

PROBLEM/NEED:

See above.

PROPOSAL:

See above.

COST:

ANTICIPATED CONSEQUENCES:

SHORT TERM:

LONG TERM:

ROUTING SEQUENCE /TIMETABLE FOR IMPLEMENTATION:

FACULTY SENATE AGENDA

March 28, 1991

4:10 pm - Riggle Room

(22)  
25  
- 2  
23  
- 1  
22

- I. Call to order 4:13
- II. Consideration of minutes - February 21, 1991, and March 7, 1991 AS Corrected
- III. Chair's Report
- IV. Vice-Chair's Report - Proposal regarding Senate Ad Hoc Committee on Calendar - 2nd reading TABLED
- V. Vice-President's Report
- VI. Faculty Regent's Report
- VII. Committee Reports
  - A. Ad Hoc Committee on Faculty Assessment/Performance Based Pay
    - 1. Faculty Survey Form
    - 2. Recommendation for a Faculty Development Program - 1st reading
  - B. Academic Governance ~ No Reps
  - C. Educational Standards - Proposal on University Undergraduate Catalog - 2nd reading
  - D. Fiscal Affairs
    - 1. Faculty Insurance
    - 2. Payroll Deduction Policy
    - 3. Salary Distribution Recommendation
  - E. Professional Policies
- VIII. New Business
- IX. Announcements
- X. Adjournment

CHAIR'S REPORT  
March 28, 1991

1. Senate Executive Council Meeting (Mar. 25).
  - a. The new Senate Constitution contains a regulation concerning the distribution of an annual faculty survey. In compliance with this regulation, the Executive Council is in the process of gathering information for a survey to be sent out later this spring.
  - b. The Executive Council will be meeting April 1 in order to determine who will be the official member of the Search Committee for the President representing the Faculty Senate. Since the search process will span a two year period, either the Chair or Chair-elect could assume this role. At the initial meeting of the Search Committee on April 4, it will be proposed that both the Chair and Chair-elect be members, one in the ex-officio non-voting position.
2. Meeting with President Grote (Mar. 27).
  - a. In response to questions raised about any action to be taken concerning the Library materials budget, the President stated that he expects the Library budget to be raised to 4% of E & G expenditures.
  - b. The President was told that the faculty has serious problems with the part of PAc-29: Faculty Workload Policy relating to the assignment of released time to a faculty member one semester and the lack of compensation for the equivalent amount of overload during a different semester in the academic year. There have been several instances of faculty who have been told that they will not be paid for overload because of this policy on release time. Last year the Senate adopted a statement that no compensation for overload be awarded during the same semester that faculty initiated release time is granted. This lack of compensation should not carry over either to the prior or subsequent semester of the academic year.
  - c. The President was informed of pending Senate action of a statement requesting changes in the University Calendar. The President indicated that the 1991-92 Calendar is in the process of being printed and that it is extremely unlikely that an proposed changes for next year can be adopted. However, changes can be made in the proposed 1992-93 Calendar.
3. The Chair has been serving on the Founder's Day Committee and has been requested to serve on the Honorary Degree Committee. Faculty are encouraged to submit any recommendations to the Chair concerning the awarding of honorary degrees.
4. The Faculty Senate of Kentucky State University has adopted a proposal requesting that faculty summer salaries be raised to 2.5% of base salary per credit hour, according to information recently received from their Senate Chair. At present K-State offers the lowest compensation for summer teaching, followed by MSU, of the Kentucky regional institutions.
5. Meetings with the Council of Higher Education staff - Strategic Planning.

The Chair and Regent Wheeler attended a meeting with the CHE Faculty Advisory Committee to discuss the Council's draft proposals of their Strategic Plan for higher education in Kentucky. Some of the major concerns raised at the meeting were:

  - a. The Council should play a supportive role concerning University accountability and assessment, as opposed to being directly involved with each institution's planning efforts.
  - b. The primary role of the regional institutions is toward providing quality teaching at the undergraduate level. However, it was emphasized that some statement should be made of the importance of master's level programs at these institutions.
  - c. Only the community colleges were singled out as being primary point-of-entry institutions for students.

6. Replacement for Senator Gillock. Scott Gillock, at-large senator from AS&T recently submitted a letter of resignation to the Senate. Due to a tie vote related to the election of Senators last year within the college of AS&T, it was decided that this position will be filled through the general election of Senators to be conducted within the next few weeks.



STAFF CONGRESS

UPO Box 588  
MOREHEAD, KENTUCKY 40351-1689

TO: Morehead State University Staff

FROM: Sue Townsend, Member  
Staff Congress Credentials and Elections Committee

DATE: April 2, 1991

RE: Nomination for Representatives of the Staff Congress  
Members

Staff Congress Representatives will be nominated from and will be elected by the staff of Morehead State University. These candidates will be elected from each employment category. Nominations of persons or yourself for Staff Congress Representatives will be accepted until 4 p.m. on May 6, in two locations:

Sue Townsend  
ADUC 209

Betty Gambill  
Rice Maintenance Building

A copy of the nomination form is enclosed. There is no limit on the number of candidates who can declare or be nominated for the 1991-92 election. If additional copies of the form are needed, please contact your representative or you may make copies of the form. Only one form is being used for nominations. On the form, all candidates must agree to serve by signing the nomination form. An employee must be full-time and employed by Morehead State University for at least one year by May 31, 1991. When the nomination form(s) are completed, the form(s) MUST be hand carried to either Sue Townsend or Betty Gambill.

You are encouraged to nominate a person(s) and/or to declare your candidacy. Please note that nomination requires the signature of the person nominated.

The election will be held, using voting machines, on May 29, 1991, from 7 a.m. to 5 p.m. in the First Floor Lobby of ADUC.

Absentee ballots will be provided for those who are not able to vote on May 29, 1991, from 7 a.m. to 5 p.m. A request must be received in writing by 4 p.m. on May 10, 1991, at the office of Sue Townsend, ADUC 209. Those persons requesting will be mailed an absentee ballot on May 13, which must be returned by 4 p.m. on May 24, 1991.

This year we must elect a total of twelve (12) representatives to Staff Congress as follows:

At Large: Four representatives to be elected to serve a three year term.

Executive/Managerial: One representative to be elected to serve a three-year term.

Professional/Non-Faculty: One representative to be elected to serve a three-year term.

Secretarial/Clerical: Two representatives to be elected with candidate receiving the highest vote to serve a three-year term, and the second highest vote serving a two-year term.

Service/Maintenance: One representative to be elected to serve a three-year term.

Skilled Crafts: One representative to be elected to serve a three-year term.

Technical/Paraprofessional: Two representatives to be elected with candidate receiving the highest vote to serve a three-year term, and the second highest vote serving a one-year term.

NOTE: ALL CURRENT STAFF CONGRESS MEMBERS WILL SERVE THEIR TERMS UNTIL JUNE 30, 1991.

STAFF CONGRESS  
1991

Representatives whose terms will end on June 30, 1991, and whose positions will be elected May 29, 1991.

At-Large

George Eyster  
Madonna Huffman  
Susette Redwine  
Sue Townsend

Executive/Managerial

Mike Hopper

Professional/Non-Faculty

Jackie Scott

Secretarial/Clerical

Betty Gambill  
Regena Stone

Service/Maintenance

Betty Sue Hurley

Skilled Crafts

Robert Carroll

Technical/Paraprofessional

Danice Nutter  
Teresia Parker



MOREHEAD STATE UNIVERSITY STAFF CONGRESS

NOMINATION FORM 1991

I do hereby nominate \_\_\_\_\_  
as a candidate for Staff Congress.

This nominee is a candidate to represent the following category:

(Check One)

|                            |       |
|----------------------------|-------|
| At-Large                   | _____ |
| Executive/Managerial       | _____ |
| Professional/Non-Faculty   | _____ |
| Secretarial/Clerical       | _____ |
| Service/Maintenance        | _____ |
| Skilled Crafts             | _____ |
| Technical/Paraprofessional | _____ |

Signature \_\_\_\_\_  
(Person making the nomination)

As a nominee, if elected, I agree to represent the indicated category:

Signature \_\_\_\_\_  
(Person being nominated)

Hand deliver completed form to:

Sue Townsend  
ADUC 209  
OR  
Betty Gambill  
Rice Maintenance Building

by: 4 p.m., May 6, 1991

Elections are scheduled for May 29, 1991

## FACULTY SENATE AGENDA

April 4, 1991

4:10 - Riggle Room

- I. Call to order
- II. Consideration of minutes of March 28, 1991
- III. Chair's Report
- IV. Vice-President's Report
- V. Faculty Regent's Report
- VI. Committee Reports
  - A. Ad Hoc Committee on Faculty Assessment/Performance Based Pay - Recommendation for a Faculty Development Program - 2nd reading
  - B. Academic Governance
    - 1. Nomination for International Education Committee
    - 2. Proposed Committee of Service
    - 3. Duties & Responsibilities for Registration Advisory Committee - 1st reading
  - C. Educational Standards
  - D. Elections Committee - Announcement concerning election of senators
  - E. Fiscal Affairs
    - 1. Report on Payroll Deduction Eligibility
    - 2. Report on Faculty Insurance Coverage
    - 3. PBSI Recommendations
  - F. Professional Policies
- VII. New Business
- VIII. Announcements
- IX. Adjournment

April 4, 1991

Attachment A

CHAIR'S REPORT

1. Meeting of the Presidential Search Committee (April 4).  
The Senate has the option of either approving the Chair, the Vice-Chair, or both as the official Senate representative on this committee. In the latter case the Chair would serve until August when his term of office expires. The Vice-Chair would attend all of the open meetings and then take over as the representative on the Committee.
2. Meeting with Vice-President Philley, Deans, and Department Chairs (April 3).
  - a) No decision was announced by Vice-President Philley on the value of each merit share, although there was some discussion of reducing the one percent base pool of \$126,000.
  - b) There will be no awarding of a sixth share to the most outstanding faculty.
  - c) One share will be awarded to all tenure track faculty who are in their first year of employment and who have performed at or above expected levels, as determined by the chairs.
  - d) The Vice-President stated his belief that any faculty member receiving five shares should exceed the expected level of performance in each of the three categories of teaching, professional achievement, and service.
  - e) It was announced that the Senate-approved recommendations for change in the 1991-92 Calendar will be adopted. These changes are:
    - ( i) The University will be closed on Wednesday of Thanksgiving week, instead of the previous statement that students will be dismissed from classes on this day.
    - ( ii) Both faculty and students will be dismissed from their responsibilities on the Student Fall Break Day.
    - (iii) It is expected, after consultation with Registrar Ranvier, that the due date for turning final grades for the fall semester be moved to Tuesday after final week.
  - f) Compensation to faculty for summer teaching is based on the number of course credit hours, not the number of contact hours.
  - g) A Departmental Chair's Council is in the process of being formed.
3. Senate Executive Council Meeting (April 1).  
The Executive Council discussed certain areas of faculty interest, some of which are policy issues (such as faculty workload), strategic planning, faculty development, academic standards, fiscal issues, and shared governance.
4. At a recent COSFL meeting it was announced that Murray will not allow unsigned student evaluation forms of faculty performance, if they are to be used for tenure, promotion, or performance-based compensation.

11-18-91  
PASS  
As Is

FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Establish a Standing Committee on Service

SUBMITTED BY Academic Governance Committee DATE April 4, 1991

BACKGROUND/ANALYSIS:

An ad hoc committee has recommended the establishment of a standing Committee on Service. The President's Executive Council has forwarded the attached proposal for senate consideration. The original proposal for this committee emerged from the Faculty Senate 3 to 4 years ago.

PROBLEM/NEED:

PROPOSAL:

The proposal to establish the standing Committee on Service be approved with minor modifications.

COST:

ANTICIPATED CONSEQUENCES:

SHORT TERM:

LONG TERM:

ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:

Once approved by the Faculty Senate and the Staff Congress, the Committee on Service would begin to function with the start of the fall semester, 1991.

## COMMITTEE ON SERVICE

**TERMINATION DATE:** Standing Committee, established May 1991.

**PURPOSE:** To recognize and reward service by evaluating applications for, and recommending selection of outstanding recipients for the Distinguished Faculty Service Award (DFSA) and the Distinguished Staff Service Award (DSSA).

**MEMBERSHIP:** Membership shall consist of four faculty members, one from each college, selected by the Faculty Senate, with terms for two years staggered so that two members are elected each year; six staff members, one from each EEO job classification category, selected by the Staff Congress, with terms for two years staggered so that three members are elected each year; one academic department chair selected by the Vice President for Academic Affairs; one representative of the Student Government Association, selected by the SGA annually; and one ~~professional librarian appointed by the Director of Libraries for a two-year term.~~ *leave in*

### DUTIES & RESPONSIBILITIES:

1. To promote and recognize quality service to the University, community, region, nation, and world.
2. To solicit, review and make recommendations on nominations for the Distinguished Faculty Service Award (DFSA) and the Distinguished Staff Service Award (DSSA).

**OFFICERS:** Chair, Vice-Chair, and a Secretary to be selected by the committee from the membership.

**FREQUENCY OF MEETINGS:** Minimum of twice a semester.

**REPORTING CHANNELS:** Recommendatory to the President.

**MINUTES & PROPOSALS COPIED TO:** The Library, Faculty Senate, Student Government Association, and Staff Congress. (Published minutes should protect the confidentiality of nominees.)

**SUPPORT SERVICES:** Office of the President

2/22/92



MOREHEAD, KENTUCKY 40351-1687

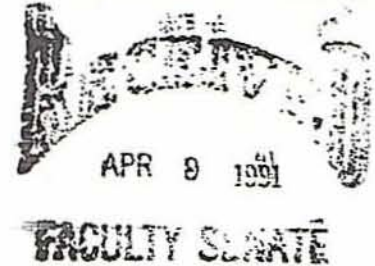
## MEMORANDUM

**TO:** Bob Lindahl, Chair  
Faculty Senate

**FROM:** John C. Philley *JCP*

**DATE:** April 8, 1991

**RE:** Proposed Policy for Professional Librarians



The enclosed draft of a policy to establish an employment category in the Division of Academic Affairs and to state broadly the rights, privileges, and responsibilities for our professional librarians is enclosed for your review.

I hope that your review can be conducted expeditiously insofar as I would like to place it on the agenda for the Board of Regents' meeting on May 17.

In the meantime, I'll be attempting to develop a set of regulations for the implementation of this proposed policy.

Dr. Ron Dobler has been assisting my office in the preparation of this proposed policy, and I'm sure that he'll be happy to discuss its development with you.

JCP:dm

Enclosure

cc: President C. Nelson Grote  
Mr. Larry Besant  
Dr. Ron Dobler  
Mrs. Betty Wilson

DRAFT

DRAFT

4/8/91

**Policy: PAc-32**

**Professional Librarians**

**Approval Date:**

**Revision Date:**

**PURPOSE:**

To establish the employment category of Professional Librarians within the Division of Academic Affairs and to delineate generally their rights, privileges, and responsibilities.

**PRINCIPLES:**

Professional Librarians are academic personnel employed to serve the University community through the Camden-Carroll Library in the Division of Academic Affairs

**ELIGIBILITY:**

Professional Librarians must qualify as Librarian I, Librarian II, Librarian III, or Librarian IV by virtue of their degrees, experience, and professional development and achievement. Professional Librarians must undergo annual review of performance, and they must undergo peer and administrative review when applying for promotion. Professional Librarians participate in the shared governance of the University through regular membership on appropriate standing and ad hoc committees.

**RIGHTS AND  
RESPONSIBILITIES:**

As academic personnel, Professional Librarians are eligible for sabbatical and educational leaves and may apply to the University for institutional funds set aside for research and other forms of professional development. Professional Librarians have the rights and responsibilities of academic freedom and due process. Professional Librarians are subject to the guidelines pertaining to termination for cause or financial exigency.

4-18-91  
HANDOUT



FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226  
FAX: 606-783-2678

M E M O R A N D U M

TO: MSU Faculty Senators  
FROM: Michael Seelig, Chair  
Senate Ad Hoc Committee  
RE: Narrative Responses to  
Faculty Survey  
DATE: April 12, 1991

Attached to this memo is a list of narrative responses from faculty solicited in a recent survey conducted by the Senate Ad Hoc Committee. Approximately half of the faculty who completed the survey provided a narrative response, so they may or may not reflect what the total survey will show. Still, they represent the views, feelings and perspectives of a cross-section of the faculty.

Due to time constraints in getting these narratives to you, they have not been categorized, and any references to specific departments or department chairs have been omitted. The general faculty was told that all results of the survey would be shared with them, so I would like to ask departmental representatives to circulate this list to their constituents as soon as possible.

Finally, further survey results will be provided to you as they become available.



FACULTY NARRATIVE RESPONSES ON FEP/PBSI

1. I am very disturbed that faculty members in my department have not been made aware of their ratings.
2. Much depends upon the department chair. Is she/he strong enough to assign a lower rating? Will she/he adhere consistently to the guidelines for all faculty? I think my department chair did a conscientious job- I hope all others did.
3. My negative comments are that the "average" of one department may differ significantly from the "average" of another department. If one department is all duds and another all saints, this is fine, but someone (or a computer program?) should be sure that said situation is the case.
4. Based on discussions with colleagues, some depts. seemed much more liberal in awarding 5 points, and others were extremely strict. Thus, some form of inequity/imbalance exists in the process which must be addressed.
5. I got very high ratings on my faculty evaluation, but only 2 merit units (below campus average).
6. There must be some "good faith" efforts made by Dept. Heads in terms of rankings- Those Depts. in which the vast majority received 5's or 3's are trashing the system for everyone else.
7. As I indicated last time, I am not too clear in these matters, hence, my answers lean toward negative/undecided. If you think it would affect proper evaluation, then I have no objection to withholding my questionnaire.
8. Some standardizations of procedures needs to be made. If one department gets more than another department there is no equity!
9. I can see problems if departments inflate ratings, thus forcing other departments to do the same to stay competitive for their people. And would this force a quota system to reduce inflation? That would be a really troublesome development, but I believe inflation will occur and it will foster copycat inflation to keep pace, thus negating the whole process: everyone is wonderful!

10. I disagree with the method that the current PBSI is used for pay increase. Unless there is a uniform and standardized format, in which each faculty is evaluated based on the qualification and performance and area of specialty. I disagree with the student's evaluation as part of PBSI. It is a proven fact that when a student evaluates a teacher who wants them to work hard, she/he will get lower evaluations than the one who gives A's and B's and makes everybody happy.
11. I felt good about the evaluation process until I saw how other departments were simply giving out merit points with very little attention to "real merit". I also had the same problem within my department--although I didn't have a problem with my own evaluation, I quickly learned that the person who screams the loudest will get the merit points, rather than those who really deserve it.
12. Performance-based pay fosters distrust, apathy, and poor morale. Good attitudes and cooperation is more important for good teaching than a few extra dollars.
13. PBSI and faculty evaluations should be separate issues. IDEA is a terrible instrument and should be abandoned.
14. I believe each faculty member should be able to compare how well he did compared with others in his group (dept.) in each category and overall; and then later see how he did in comparison to all others on campus. Our department saw neither of these comparisons.
15. The formulas and procedures for evaluating faculty should be consistent throughout the university. I question the system when some departments rate all their faculty 5's.
16. I feel (the dept. chair) rushed the PBSI format to meet unrealistic deadlines set by the VPAA's office. He also gave himself a bit more subjective leeway than I think was appropriate.

In our department, PBSI was based on DOCUMENTATION and not necessarily PERFORMANCE. Our department expects us to save every scrap of paper and spend several days putting together a PORTFOLIO. One new faculty member spent two days assembling a portfolio. A truly good performer may not want to spend valuable professional time on such a project.

Also, don't forget that portfolios are only reviewed departmentally. I can think of no better way to shatter team effort than to require a person to suggest that he/she is better than other department members. PBSI is a BAD BAD idea. Doesn't anyone listen to W. Edwards Deming, the quality control guru? He has always deplored annual review of individual effort because of its negative effect on teamwork. I have a 15-minute video-tape you may borrow.

17. There are few if any models of successful merit pay plans. I feel the one here at MSU will meet the unsuccessful fate of most.
18. I believe the pool of money should be at the college level because the Dean can best determine merit in his/her college, not the president.
19. If merit is to be used at all, then all salary increases should be based on merit. The small amount allocated to it will only draw differences between faculty members and create anger. When cross-university comparisons are made, folks will only become angrier. If that hostility is to be created, then the amount of money at stake should be significant. It is not worth a few bucks to have a lot of "unhappy campers."
20. A lot of unknowns on my part.
21. Dept. chairs in some depts. failed to make a sincere effort to differentiate among faculty. This caused some dept. chairs who were sincere to look like fools- 31% of faculty across campus recorded "5". Dept. chairs who did not differentiate should be removed from process.
22. If performance isn't a key consideration in determining salary increases, what motivation is there- other than intrinsic motivation- to do better?
23. There appears to be very little uniformity between the different departments on the evaluation procedure. Some departments give mostly five ratings while others give none.

24. The dollars being competed for are nebulous and not at all worth the animosity and ill feelings that will be generated. It will destroy any collegiality that may be present and discourage the mentoring of new faculty. In the dollars involved, one could better spend one's time picking up tin cans and pop bottles for refunds!!
25. I'm still in favor of establishing a point system whereby faculty will know and chairs will only have to add pts. to arrive at a rating. There is too much subjectivity at this pt. I served on as many committees, open houses, recruiting trips, science fair day, career days, etc. and received a (?), while other faculty members received a higher rating for less service. My feedback stated I didn't improve my development when I in fact wrote a scholarly paper directly related to my teaching, went to several prof. development seminars concerning in-class improvement. By establishing points for such activities the entire university would be consistent while at the same time relieving chairs from a guessing game or ???
26. Should have following guidelines:
1. All faculty should be evaluated using same criteria if all after same merit pool.
  2. Depts. (quality circles) should be evaluated as a team, not individual faculty members- we're going against all research and violating all court decisions- the present system is patently illegal.
27. I feel very strongly that the amount of growth and development amongst the faculty will be directly related to the amount of dollars in the merit pool. If the administration does not allocate enough funding to make it mean something, I believe the faculty will consider the entire process pointless. Similarly, if 90% of the faculty being reviewed are rated "higher than expected" the validity of the process will be reduced. To be effective, each department's criteria must be stringent enough to make being rated "higher than expected" worth something.

28. 1. Have a standard university wide peer review process for FEP like tenure, leave or promotion committees.

2. I did not participate in process for merit during 1990 based on two factors:

a. Department chair pushed and voted for adoption of FEP process when he indeed had major role in it's development. He did not feel that he needed to submit a FEP or be reviewed by anyone. He will also not be using IDEA form for administrators.

b. Department chair controls up front the teaching assignment, scholarly opportunities and service activities of faculty in department. His approval of class assignments, travel monies for conferences, meetings, etc. and assignments on advising, open houses, dept. committees, etc., promotes a closed loop system with chair in complete control of faculty activities. A rebuttal committee does not exist or is there a process established for such because he does not believe he should ever be challenged.

29. The results in (dept. name) clearly suggest a Lake Wobegon effect where everyone is above average but no one too much above average. Can you be serious when of those evaluated on an original scale of 80 to 140 all but one originally was ranked either 115-120. Some members decided to forego the process. The process has resulted in grievances and ill feelings. The guidelines were changed a number of times after the deadline for the forms. Manipulation is not accountability. It is viewed as another administrative procedure like the wholesale creation of ad hoc committees that do wonders to prevent collegiality. The use of the IDEA form for total teaching evaluation sucks. So does the secrecy surrounding how much \$ will be going into the shares. Score another victory for those who wish to march on the road to mediocracy, but proclaim it a Quert for Excellency. The faculty's time could be more productively put in many other directions than this so-called performance-based evaluation or filling out a form like this even.

30. Gross disparities between departments in how the merit shares were awarded have come to light. Evidently, some dept. chairs were quite generous while others were far less so in awarding highest merit ratings to their respective faculty. If this problem inequity persists, PBSI will become totally discredited! In fact, serious damage has probably been done already. I doubt any dept. chair will risk further alienating faculty by using stringent standards next year. A procedure has to be put in place whereby the deans and the Academic VP assess the evaluation standards across departments and make adjustments to equalize those standards.
31. This process is unhealthy by the fact that it encourages dissension between faculty, dept. chair, dean, VPAA etc.
32. I can perceive possibilities for abusing the system in order for disciplines to "keep up with the Jones" and get "their fair share". I think this attitude can exist both with faculty and with department chairs. It will need to be monitored carefully so as to not let this happen.
33.
  1. More discussion needed!!!
  2. Consider dept. wide, rather than university wide, comparisons more like coomparing apples to apples than oranges to apples.
  3. Too much discrepancy on university wide effort, it seems.
34. I feel that in each dept., the activities for the three categories 1) teaching, 2) service, and 3) professional development (scholarly productivity) and their merit points must be clearly stated so that each one will understand and perform the necessary activities. Also, on FEP-PBSI application form, a FEP booklet and a PBSI booklet (stating the rules, regulations, activities, and their points, supporting documents, calculations of final merit point etc.) must be prepared in each Dept. It should be in such a way that each person can calculate their own merit points based on the rules. (Right now it is one personal judgement and there is chance for favoritism and there is no appeal process)

At the university level, a general guide book stating the policies and procedures must be released.

35. The system encourages friction with faculty and is generally petty.

This system takes too much time.

36. Since I have not seen anyone else's portfolios other than my own and since I have not seen the chair's response to any portfolio, I probably should not answer #'s 9-11. Because I have confidence in the chair, I've answered #'s 9-11 affirmatively.
37. We need a 9 point scale- I got an 8, but don't know or haven't heard about the 53210 merit unit stuff!
38. Regarding question #4: In the absence of any university guidance, two years ago my dept. devised guidelines for evaluation that rated performance on the basis of "time on task". However, the 1990 evaluation did not quantify performance but asked each faculty to do a self-evaluation. We evaluated ourselves in Teaching, Service, and Professional Achievement as "Above Expected Level," "Expected L.", on "Below Expected L.". (who wouldn't select "Above"?). What are the university standards and expectations, this is one big question. The other big question is how to evaluate teaching, the most important area of a university professor's life. What is good teaching? (What is bad teaching?) The "IDEA" form (our basis for 1990 evaluation) is an instrument that measures students' reactions to vague questions during an anxiety-ridden night before final exams. This is not an indicator of good teaching. Teachers should also be able to rate their classes as "teachable", "apathetic", "disruptive", etc.

#12,13,14: As above, teaching was evaluated (as per departmental descision) quantitatively through "IDEA" form results. Service and Scholarly Productivity were evaluated quantitatively also.

#18: No written feedback as of March 29. Oral feedback March 28.

#23: Don't yet know.

#25: As I understand it, Pres. Grote alone will (and has not yet) determined the amount of faculty salary increase money to go towards merit pay. This is unjust. I don't think such an important decision affecting morale should be so casually handled. The whole faculty should vote on % to go to "merit". Also, this % should be determined before evaluation actually takes place.

#26,27: Better support for faculty could be given in:

1. continued excellent funding for travel
2. more money for classroom equipment
3. more reassigned time for research and administrative work

39. Our dept. had clear guidelines -- it was the switch to 5 points after our forms were submitted, the number of persons in our dept. for such a short turn - around period of evaluation, etc. that put too many unfair demands on our chair.

40. We told you most of this last time - you seem not care!

#9: Got everyone fighting - divided

#16: I may go to court!

#27: It has and it will!

Scrap it all!! Approached in reverse order, lead by people who know little or nothing about it. It has accomplished division and a lot of fighting! Just what MSU needed. Thanks!

41. I have (\*) answers for which I am sure my subdiscipline in the department carried out a conscientious review, according to previous agreement with careful peer review. I do not know whether this was done by other subgroups in other dept. disciplines nor whether efforts were made to bring conformity between the rankings between the discipline.

42. The evaluation process did not really proceed according to plan. It is April 1 and I know of no one in our dept. who has received any feedback on faculty evaluation - I do not even know how many points I was awarded. That means no opportunity for appeal actually occurred. This appears to me very shaky ground upon which to have merit pay awards: in fact it appears to me to be a basis for litigation should anyone believe that the process was circumvented. In my opinion the faculty evaluation is absolutely necessary, but relying too heavily on IDEA forms is a joke. I tend to do well on IDEA forms, so it's not that I have something to gain by discontinuing their use.



But IDEA forms should not be a basis of merit pay. This will promote the playing up to students, grade inflation, and irresponsibility of faculty. We need to see class plans, statements of purpose and methods, class visitations, etc. if we are to evaluate teacher's performance in the classroom.

43. As presently done, at least in our area, and probably everywhere, the chief effect of this has been to damage cohesiveness and morale. Some people are asking for reasons for evaluation, not just raw figures. Some are asking for more administrative involvement rather than passing responsibility to colleagues with the attendant fallout of injured egos. On evaluation, factors arise-vague things, like teamwork and cooperation in meeting university goals, that are not covered on forms. A few laugh off the whole thing as the current academic fad. Personally, I think something might work, but not what was done this year. It would be very difficult to design a good system which would evaluate fairly, encourage faculty development, while not damaging interpersonal relations, and morale.
44. My suggestion is that some sort of provisions be made for fixed-term employees to benefit in merit raises. Approximately one half of our department is of fixed term rank. These faculty do a great deal of hard, good work, and likewise deserve to be rewarded for it.
45. Referring to question #27: Yes this is going to be very destructive.
46. I don't believe that the faculty evaluation plans and the performance-based salary increase systems are working consistently across campus as they should be.
47. Your committee must publish composite results. Open access to information about the FEP and PBSI procedures and results are essential if there is to be a trust in the fairness of these processes, both in criteria and application. There should be a published compilation of Dept.; # of faculty evaluated; # of shares awarded; # of faculty voted at the three levels of performance in the three areas of teaching, research and service. There also needs to be a more formalized appeals process culminating in a university level committee comparable to the promotions and tenure committee.

The unhealthy competition and animosity has already started in our department at least and this is an unfortunate development in a faculty that had always been very supportive and congenial with each other. I don't have the larger picture of what's happening in other departments but your committee must try to find out if this is to work at all.

48. I'm chair of our department's Planning and Evaluation Committee. (Name of dept. chair) met with us on Friday (5 April) to discuss the criteria he used to evaluate faculty members in the FEP for PBSI. He had not previously shared this information. His procedure seemed quite objective and about as reasonable as a reasonable person could expect.

I'm still philosophically at odds with FEP and PBSI, however, my earlier written comment about (name of dept. chair) being too subjective, is simply not correct.

49. Based on our departments' experience with "shares" distributions there is no university-wide standard. Standards used in "share" distributions were completely subjective and relative to individual departments.

Department chairs need to be given common guidelines for awarding merit shares. This was obviously not done. My department will be particularly hurt by this lack of clear guidelines from the administration unless some adjustments are made this year.

50. The lack of any university-wide criteria make this entire process uncreditable in my opinion. If these ratings were used within a department they might mean something, but the lack of coordination renders inter-departmental comparisons meaningless. It distresses (yea, even angers) me that my service to the university is considered to be below an average rating (even though it is the highest in my department), and that some portion of the increase in salary will be based on this, until there is better coordination at the university level, I believe merit pay should be put on hold. To do otherwise will generate animosity. Of course, there are alternatives, such as each department having equal funding per participant.

51. Departmental results need to be published for several reasons, 1) to assess your standing within the department, 2) to know who to emulate or not to emulate, 3) based on published results by department to find out whether the process is helpful in motivating faculty or harmful.
52. Too much emphasis placed on inadequate and inappropriate student evaluations. A better classroom evaluation should be devised to include the classroom environment as a whole as some students may not like the teacher period and therefore render an unfavorable evaluation. In addition, the point system of merit pay or any similar system is not a fair determinant of teacher's effectiveness in the classroom. Are we measuring how well teachers teach or how well students learn from the teacher's efforts? Thank you.

April 17, 1991

Senator Benny Ray Bailey  
PO Box 849  
Hindman, KY 41822

Dear Senator Bailey:

As Chair of the Faculty Senate at Morehead State University and a member of the Coalition of Senate and Faculty Leadership (COSFL), I am sending you the enclosed questionnaire addressing certain issues of higher education in Kentucky. In order for COSFL to accurately assess the importance of various higher education concerns, it would be highly appreciated if you could provide responses to the issues raised in the survey.

It would be appreciated if you could mail your responses to the survey by April 23, 1991.

With sincere gratitude,

Dr. Robert Lindahl, Chair  
Morehead State University Faculty Senate

RL/jc

Enclosure

## FACULTY SENATE AGENDA

April 18, 1991

Riggle Room

- I. Call to order
- II. Consideration of minutes of April 4, 1991
- III. Chair's Report
- IV. Vice-President's Report
- V. Faculty Regent's Report
- VI. Committee Reports
  - A. Ad Hoc Committee on Faculty Assessment/Performance Based Pay
    - 1. Recommendations on Faculty Development - 2nd Reading
    - 2. Results of Faculty Survey
  - B. Academic Governance
    - 1. Establish a Standing Committee on Service - 2nd Reading
    - 2. Modify the Registration Advisory Committee - 2nd Reading
    - 3. PAC-32: Professional Librarians - 1st Reading
    - 4. Standing Committee Elections
  - C. Educational Standards Committee
  - D. Elections Committee
    - 1. Announcement of newly elected Departmental Sentors
    - 2. Information on At-Large election
  - F. Fiscal Affairs Committee
    - 1. Report on faculty insurance coverage
    - 2. Salary Distribution Proposal - 1st Reading
    - 3. Early Retirement Incentive Proposal - 1st Reading
  - G. Professional Policies Committee
    - 1. PAC-17: Sabbatical Leave - 1st Reading
    - 2. PAC-28: Educational Leave - 1st Reading
    - 3. PAC-29: Workload - 1st Reading
- VI. New Business
- VII. Announcements
- VIII. Adjournment

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    - 2. RESULTS of FACULTY SURVEY -
  - B. Academic Governance
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    - 2. Modify the Registration Advisory Committee - 2nd Reading
    - 3. PAC-32: Professional librarians - 1<sup>st</sup> Reading
    - 4. Standing Committee ~~Nominations~~ Elections
  - C. Educational Standards Committee
  - D. Elections Committee
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    - 2. Information on At-large election.
  - F. Fiscal Affairs Committee
    - 1. Report on Faculty Insurance Coverage
    - 2. Salary Distribution Proposal - 1<sup>st</sup> Reading
    - 3. Early Retirement Incentive Proposal - 1<sup>st</sup> Reading
  - G. Professional Policies Committee
    - 1. PAc-17: Sabbatical Leave - 1st Reading
    - 2. PAc-28: Educational Leave - 1st Reading
    - 3. PAc-29: Workload - 1st Reading
- VI. New Business ~~President's Search Committee Re-Appointment~~
- VII. Announcements ~~Executive~~
- VIII. Adjournment

## ATTACHMENT A

### CHAIR'S REPORT

April 18, 1991

1. Council of Higher Education Strategic Plan.

The CHE is sponsoring a public hearing on the most recent draft of their Strategic Plan. This hearing will be held on May 1 at 1 pm in Room 125 of the Capitol Annex in Frankfort. Written responses are to be sent to the Council by April 29.

**Highlights of the 2nd Draft:**

- a) The main theme of the 1991-96 Strategic Plan is quality education, to be accomplished by improved institutional planning.
- b) The Strategic Plan strongly emphasizes the importance of accountability and assessment at each institution of higher education.
- c) Quality teaching is of paramount importance. A main area of focus for regional institutions is on providing quality instruction at the undergraduate level. Teaching is to be the most important scholarly activity.
- d) Institutions must be actively involved in the Educational Reform Movement.
- e) Emphasis is to be placed on the use of technology, especially as related to interactive distance learning at remote sites.

2. Executive Council Meeting (April 10 and 15).

- a) The Council has recommended that the sitting Senate Chair serve on the Presidential Search Committee.
- b) At the April 10 meeting with Dr. Philley, the Vice-President appears to be committed to awarding \$100 per merit share, which equates to between .6 to .7% average salary increases for faculty on standing appointments. The Executive Council informed the Vice-President concerning Senate displeasure with the results of the distribution of merit shares by college and department. The chairs and deans must correct deficiencies in the present system and be more aware of procedures for arriving at acceptable plans.

3. Meeting with President Grote (April 8).

The Chair voiced Senate concerns about the distribution of shares and the need to make corrections for next year.

4. COSFL Meeting (April 27 in Bardstown)

The agenda for the meeting will concern faculty development activities at the various Kentucky Universities.

**ATTACHMENT B:**

**NOMINEES FOR STANDING COMMITTEES  
TERMS BEGINNING  
AUGUST, 1991**

**ACADEMIC APPEALS**

|              |          |        |
|--------------|----------|--------|
| Richard Hunt | A&S      | 2 year |
| Carl Kunkel  | EBS      | 2 year |
| Glenn Rogers | At-large | 1 year |

**CONCERT & LECTURE**

|             |     |        |
|-------------|-----|--------|
| David Olson | EBS | 2 year |
|-------------|-----|--------|

**EMPLOYEE BENEFITS**

|                |     |        |
|----------------|-----|--------|
| Jerry Franklin | EBS | 4 year |
|----------------|-----|--------|

**ENVIRONMENTAL QUALITY**

|              |     |        |
|--------------|-----|--------|
| Brian Reeder | A&S | 3 year |
|--------------|-----|--------|

**FACULTY LEAVE**

|                 |      |        |
|-----------------|------|--------|
| Peggy Osborne   | BUS  | 2 year |
| Charles Whidden | A&S  | 2 year |
| Ted Marshall    | EBS  | 2 year |
| Carolyn Taylor  | AS&T | 2 year |

**FACULTY PROMOTION**

|                |          |        |
|----------------|----------|--------|
| Frank Osborne  | EBS      | 3 year |
| Ron Tucker     | AS&T     | 3 year |
| Robert Lindahl | At-large | 3 year |

**FACULTY RIGHTS & RESPONSIBILITIES**

|                |          |        |
|----------------|----------|--------|
| Charles Morgan | At-large | 1 year |
|----------------|----------|--------|

**1 NOMINEE FROM EACH COLLEGE WILL BE SELECTED BY VOTE BY THE RESPECTIVE COLLEGE TO SERVE A 2 YEAR TERM FROM THE NAMES PRESENTED:**

**EBS:** Richard Daniel  
Layla Sabie

**AS&T** James Martin  
Carolyn Taylor

**A&S** Michael Biel  
1 Write In Vote

**BUS** Ishappa Huller  
1 Write In Vote

**HONORS**

|                |     |        |
|----------------|-----|--------|
| Howard Setser  | A&S | 2 year |
| Jacek Ganowicz | EBS | 2 year |

**INTERCOLLEGIATE ATHLETICS**

|             |      |        |
|-------------|------|--------|
| Dan Fasko   | EBS  | 3 year |
| Janet Gross | AS&T | 3 year |



1<sup>st</sup> Reading  
4-18-91

## FACULTY SENATE PROPOSAL

TITLE OF PROPOSAL Policy: PAC-32: Professional Librarians

SUBMITTED BY Academic Governance Committee DATE April 18, 1991

### BACKGROUND/ANALYSIS:

Professional Librarians currently have no employment category. The SACS Report made a recommendation that something be done. Librarians have worked with the administration to prepare the attached proposal. A letter from Vice-President Philley is attached for your information.

### PROBLEM/NEED:

Establish some kind of status for Professional Librarians.

### PROPOSAL:

The Faculty Senate approve the proposed PAC-32. The Faculty Senate also request of Vice-President Philley that regulations for implementation of PAC-32 have input from faculty members and be submitted to the Senate for review prior to adoption.

COST: Unknown

### ANTICIPATED CONSEQUENCES:

#### SHORT TERM:

Satisfying SACS Recommendation.

#### LONG TERM:

Happy and more productive librarians?

### ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:

The Chair of the Faculty Senate shall inform the Vice-President of Academic Affairs and Dean of the Faculties of the senate action.

1st Reading  
4-18-91

## FACULTY SENATE PROPOSAL

**TITLE OF PROPOSAL** Early Faculty Retirement Incentive

**SUBMITTED BY** Fiscal Affairs Committee **DATE** April 18, 1991

### BACKGROUND/ANALYSIS

Currently faculty wishing to take early retirement may elect, under certain conditions (See PAC-25), to teach a half load during a given year for 40% salary.

Since a faculty member with 30 years service receives 60% salary when retired and 40% from half load, the salary equals 100%.

This is little incentive to retire, since, by not accepting early retirement, a faculty member not only receives 100% salary, but also adds service credit to enhance retirement income.

#### Early retirement benefits of the university

1. The University does not maintain insurance on part-time employees.
2. The University does not match faculty retirement fund contributions, since none are paid for retired faculty.
3. Because of savings on the salary of the retired faculty member, the amount saved will free funds to purchase more instruction time than the remaining half of the retirees teaching load.
4. A policy of 50% compensation for active retirees is consistent with those of other Kentucky Regional Universities.

### PROPOSAL

PAC-25 shall be amended to raise compensation for active early retirees from 40% to 50%.

### COST

### ANTICIPATED CONSEQUENCES

**SHORT TERM** A large number of faculty members with 30 or more years in the Kentucky Teacher Retirement, but who have not reached age 70, will elect early retirement resulting in substantial savings to the university.

**LONG TERM** The Morehead State University Early Retirement System will be consistent with the policies of other Kentucky Regional Universities.

**ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION** This policy should be implemented as soon as possible in order to provide benefits both to the university and the early retirees.

PASS  
4-18-91

## FACULTY SEANTE PROPOSAL

TITLE OF PROPOSAL Modify the Registration Advisory Committee

SUBMITTED BY Academic Governance Committee DATE April 4, 1991

### BACKGROUND/ANALYSIS:

There has been some concern in the Faculty Sente about the need for a standing committee on the academic calendar. The President's Executive Council has responded with the attached proposal to modify the Registration Advisory Committee.

### PROBLEM/NEED:

### PROPOSAL:

The Faculty Senate endorse the modification of the Registration Advisory Committee to include review and recommendation of the academic calendar.

### COST:

### ANTICIPATED CONSEQUENCES:

### SHORT TERM:

### LONG TERM:

### ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:

This additional Duty and Responsibility would become effective with the start of the fall semester, 1991.



FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

April 23, 1991

Wayne Martin  
Chairman, Presidential Search Committee  
WKYT-TV  
PO Box 5037  
Lexington, KY 40555

Dear Wayne:

I plan to attend the May 9, 16, and 23 Presidential Search Forums which you requested in your recent letter.

The Faculty Senate met last Thursday and voted to have the sitting Senate Chair be the official Senate representative of the Search Committee. This means that Robert Wolfe, presently chair-elect of the Senate, will serve on the Committee beginning in August, 1991. In order to provide the continuity requested by the Search Committee, Bob Wolfe plans to regularly attend meetings held throughout the time of my tenure on the Committee.

It is my intention to carry out my responsibilities as a member of the Search Committee in a conscientious manner. I intend to perform an active role in the establishment of search guidelines, prior to leaving the committee next fall.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Robert Lindahl'.

Dr. Robert Lindahl  
Chair, Faculty Senate

RL/jc

MEMORANDUM

April 29, 1991

From: Calvin Lindell *Calvin Lindell*  
To: Robert Lindahl, Chairman  
Re: Designation of Proxy

Due ot my attendance at a confefence I will not be able to attend the Senate Meeting on May 2, 1991. I designate Senator Tom Scott as proxy for the purpose of casting the following votes:

1. Yes on PAc 28 Educational Leave Policy
2. Yes on PAc 17 Sabbatical Leave of Absence
3. No on PAc 29 Workload (if the proposal for overload is unrealistically higy - 12 hours per academic year)  
Yes on PAc 29 workload (if the proposal for overlad is realistic - no more than 9 hours per academic year)
4. Yes on Early Faculty Retirement Incentive
5. Yes on Distribution of Salary Increases.

cc: Senator Tom Scott





5-2-91

FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226  
FAX: 606-783-2678

M E M O R A N D U M

TO: MSU Faculty Senators

FROM: Michael Seelig, Chair  
Senate Ad Hoc Committee

RE: Results of Faculty Survey  
on FEP/PBSI

DATE: April 29, 1991

Attached to this memo are the following: (1) A copy of the coded survey instrument distributed to the general faculty by the Ad Hoc Committee; and, (2) a "Dotplot" of "yes," "no" and "undecided" responses of 106 faculty members to each of the 27 questions posed. This represents only a partial analysis of the data since a breakdown for each question can be obtained by department, faculty rank, years of faculty service, number of merit shares awarded for 1990, age of faculty, sex of faculty, and minority status of faculty.

Again, if you are a departmental representative, please insure that both these results, and the narrative responses of faculty to the survey previously provided to you, are distributed to your constituency.

# FACULTY SURVEY

C28 Department: \_\_\_\_\_

C29 Academic Rank: \_\_\_\_\_ Years of Service at MSU: \_\_\_\_\_ C30

C31 Number of Merit Units Awarded for 1990 Evaluation: -5-3-2-1-0- -

|          |          |                 |                    |
|----------|----------|-----------------|--------------------|
| C32 AGE: | Below 30 | C33 SEX: Female | C34 Race: Minority |
|          | 30 - 39  | Male            | Non-Minority       |
|          | 40 - 49  |                 |                    |
|          | 50 - 59  |                 |                    |
|          | 60 - 69  |                 |                    |
|          | 70 - 79  |                 |                    |

Directions: In response to each question below, please circle either Y = Yes, U = Undecided, or N = No.

- C1 1. Were you in favor of the development of a university-wide faculty evaluation system prior to this year? Y U N
- C2 2. Were you in favor of the development of a university-wide faculty performance-based salary increase (merit pay) plan prior to this year? Y U N
- C3 3. Was there an adequate level of faculty input within your department in devising and modifying the departmental faculty evaluation plan (FEP)? Y U N
- C4 4. Was the criteria for evaluation clear in your departmental FEP? Y U N
- C5 5. Was the method of evaluation clear in your departmental FEP? Y U N
- C6 6. Was it clear to you what documentation needed to be submitted in the portfolio to be reviewed for evaluation purposes? Y U N
- C7 7. Did you participate in the implementation of the departmental FEP by submitting a portfolio for review? Y U N

8. Did you feel that your portfolio was conscientiously reviewed? Y U N
9. Did you feel that there was a conscientious effort in your department to "differentiate" between faculty in the area of teaching? Y U N
10. Did you feel that there was a conscientious effort in your department to "differentiate" between faculty in the area of service? Y U N
11. Did you feel that there was a conscientious effort in your department to "differentiate" between faculty in the area of scholarly productivity? Y U N
12. Did you understand the method used to "differentiate" between faculty in teaching? Y U N
13. Did you understand the method used to "differentiate" between faculty in service? Y U N
14. Did you understand the method used to "differentiate" between faculty in scholarly productivity? Y U N
15. Did you feel that you were evaluated fairly for teaching? Y U N
16. Did you feel that you were evaluated fairly for service? Y U N
17. Did you feel that you were evaluated fairly for scholarly productivity? Y U N
18. Were you provided "written feedback" regarding the results of your evaluation from your department chairperson no later than the third Friday in February" (February 15, 1991)? Y U N
19. Did you understand how meeting or exceeding performance expectations, reflected in your evaluation results, were translated into corresponding "merit shares" for purposes of performance-based salary increase? Y U N
20. Did you feel that "hard decisions" were made in determining merit shares for individual faculty in your department? Y U N
21. Did you feel that the determination of merit shares for each faculty member was directly related to documentation provided in the departmental FEP portfolio? Y U N



22. Was your department chair amenable to discussing the results of the faculty evaluation and performance-based salary increase with the faculty? Y U N

23. Do you feel that the "appeal process" within your departmental FEP is practical? Y U N

24. Are you presently in support of continuing the university-wide faculty evaluation system recognizing the on-going need to make revisions to it? Y U N

25. Are you presently in support of continuing the performance-based salary increase system recognizing the on-going need to make revisions to it? Y U N

26. Do you feel that the university-wide faculty evaluation system and performance-based salary increase system will foster faculty growth and development among most faculty in the future? Y U N

27. Do you feel that the university-wide faculty evaluation and performance-based salary increase system will foster an unhealthy competition and animosity among most faculty in the future? Y U N

PLEASE PLACE ANY WRITTEN SUGGESTIONS IN THIS SPACE

Return by Friday, April 12th. to:

Michael Seelig  
UPO 1316

# PARTIAL DATA ANALYSIS OF AD-HOC COMMITTEE'S SURVEY OF FACULTY ON FACULTY EVALUATION AND PERFORMANCE BASED PAY

The values below were calculated by assigning number values to the questionnaire responses. For questions 1 through 27 the values were N=0, U=1, and Y=2. C1 through C27 correspond to questions 1 through 27.

C28 through C34 contain the demographic information.

Departments, C28, were numbered from 1 to 20.

Rank, C29, had values of 1 = Instructor, 2 = Assistant Professor, 3 = Associate Professor, and 4 = Full Professor.

Years at MSU, C30, 1-5 = 1, 6-10 = 2, 11-15 = 3, 16-20 = 4, 21-25 = 5, 26-30 = 6, 30+ = 7.

Merit shares received, C31, actual number.

Age, C32, 18-29 = 1, 30-39 = 2, 40-49 = 3, 50-59 = 4, 60-69 = 5, 70-79 = 6.

Sex, C33, Female = 1, Male = 2.

C34, Minority = 1, Non-minority = 2.

|     | N   | N* | MEAN   | MEDIAN |
|-----|-----|----|--------|--------|
| C1  | 105 | 2  | 1.4190 | 2.0000 |
| C2  | 106 | 1  | 1.2170 | 2.0000 |
| C3  | 106 | 1  | 1.5943 | 2.0000 |
| C4  | 106 | 1  | 1.4811 | 2.0000 |
| C5  | 106 | 1  | 1.3396 | 2.0000 |
| C6  | 106 | 1  | 1.3491 | 2.0000 |
| C7  | 106 | 1  | 1.6415 | 2.0000 |
| C8  | 96  | 11 | 1.5000 | 2.0000 |
| C9  | 104 | 3  | 1.3173 | 2.0000 |
| C10 | 104 | 3  | 1.3173 | 2.0000 |
| C11 | 103 | 4  | 1.3301 | 2.0000 |
| C12 | 104 | 3  | 1.2500 | 2.0000 |
| C13 | 104 | 3  | 1.2019 | 1.5000 |
| C14 | 104 | 3  | 1.2981 | 2.0000 |
| C15 | 96  | 11 | 1.3125 | 2.0000 |
| C16 | 97  | 10 | 1.3814 | 2.0000 |
| C17 | 97  | 10 | 1.3505 | 2.0000 |
| C18 | 98  | 9  | 1.4082 | 2.0000 |
| C19 | 101 | 6  | 1.1287 | 1.0000 |
| C20 | 102 | 5  | 1.1961 | 1.0000 |
| C21 | 100 | 7  | 1.1300 | 1.0000 |
| C22 | 103 | 4  | 1.5146 | 2.0000 |
| C23 | 100 | 7  | 1.1800 | 1.0000 |
| C24 | 104 | 3  | 1.3462 | 2.0000 |
| C25 | 105 | 2  | 1.2095 | 2.0000 |
| C26 | 105 | 2  | 0.9048 | 1.0000 |
| C27 | 106 | 1  | 1.3302 | 2.0000 |
| C29 | 99  | 8  | 2.8485 | 3.0000 |
| C30 | 98  | 9  | 3.071  | 3.000  |
| C31 | 63  | 44 | 2.952  | 3.000  |
| C32 | 97  | 10 | 3.2371 | 3.0000 |
| C33 | 98  | 9  | 1.7551 | 2.0000 |
| C34 | 88  | 19 | 1.9318 | 2.0000 |

2 POINTS MISSING OR OUT OF RANGE

Each dot represents 4 points

-----C1  
N U Y

1 POINTS MISSING OR OUT OF RANGE

Each dot represents 4 points

-----C2  
N U Y

1 POINTS MISSING OR OUT OF RANGE

Each dot represents 5 points

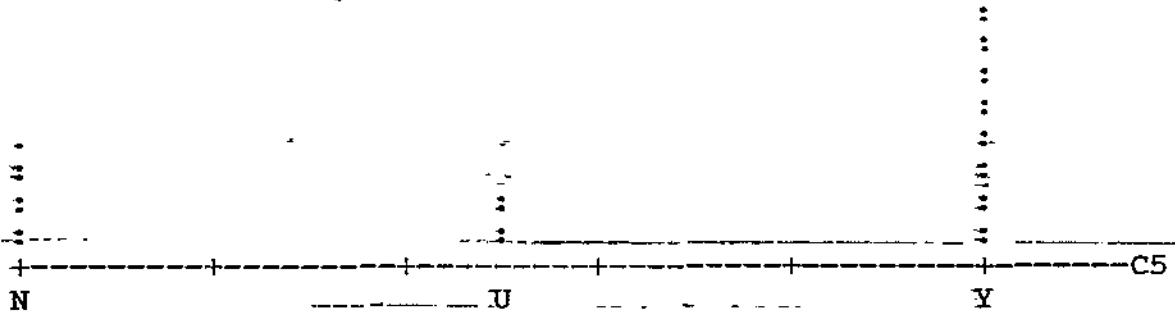
-----C3  
N U Y

1 POINTS MISSING OR OUT OF RANGE

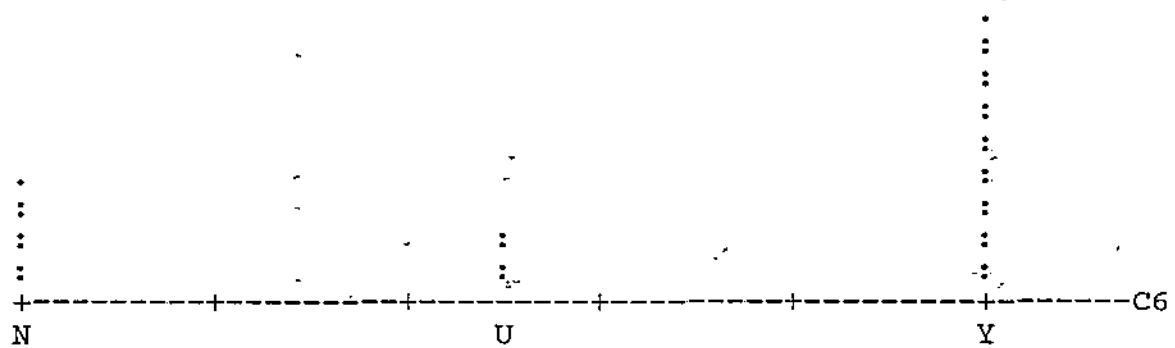
Each dot represents 5 points

-----C4  
N U Y

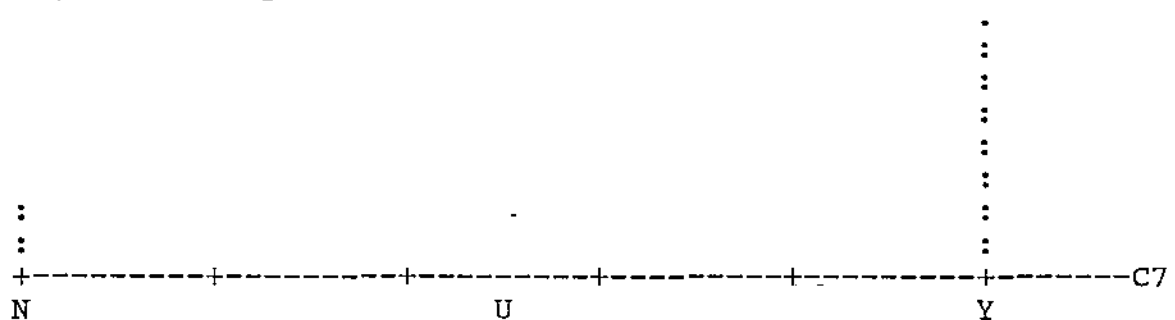
1 POINTS MISSING OR OUT OF RANGE . . . . .  
 Each dot represents 4 points.



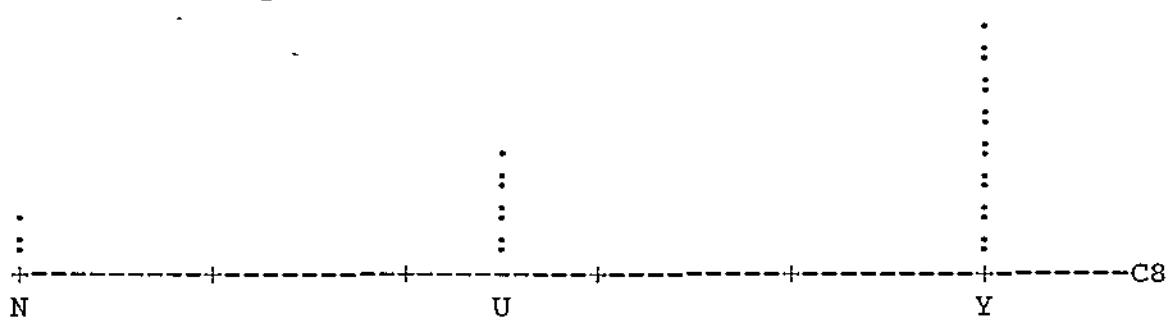
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 Each dot represents 4 points.



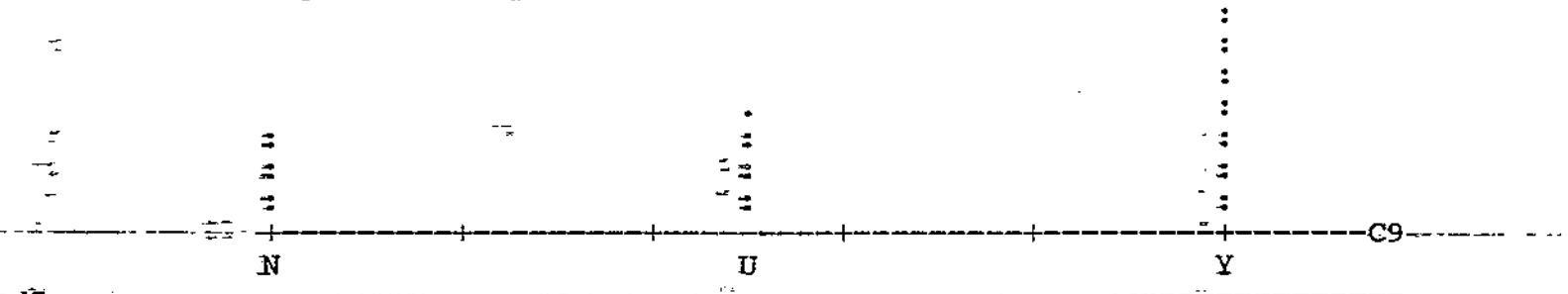
1 POINTS MISSING OR OUT OF RANGE  
 Each dot represents 6 points



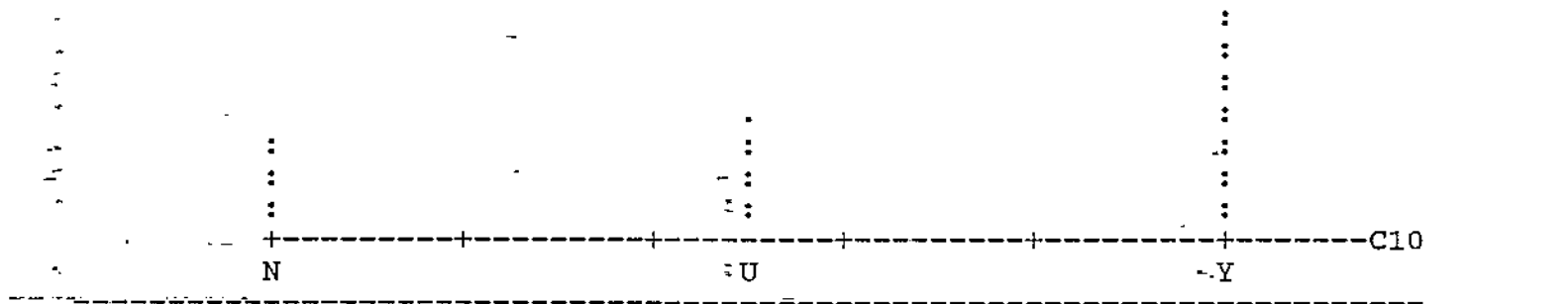
11 POINTS MISSING OR OUT OF RANGE  
 Each dot represents 4 points



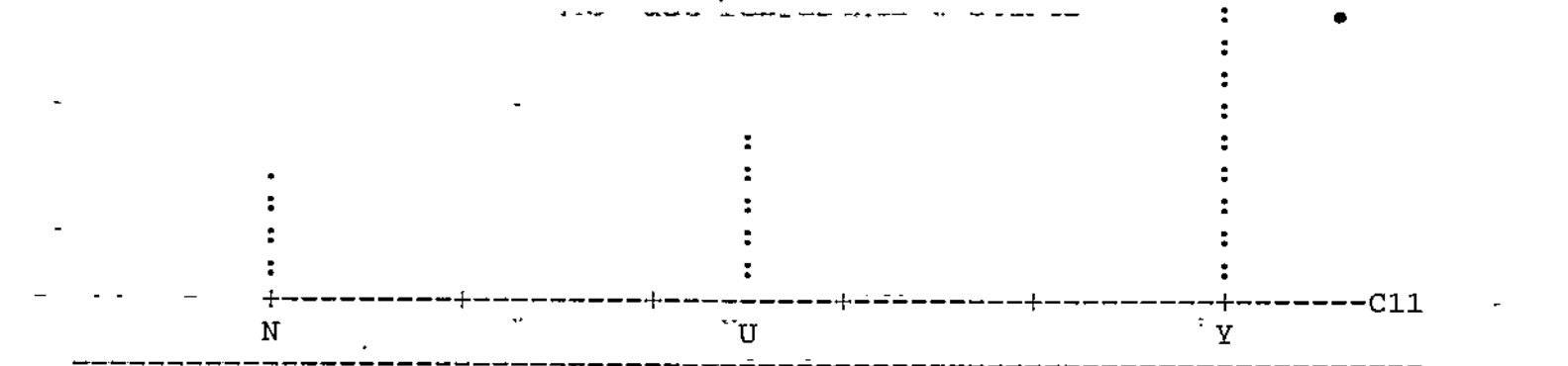
3 POINTS MISSING OR OUT OF RANGE  
 Each dot represents 4 points



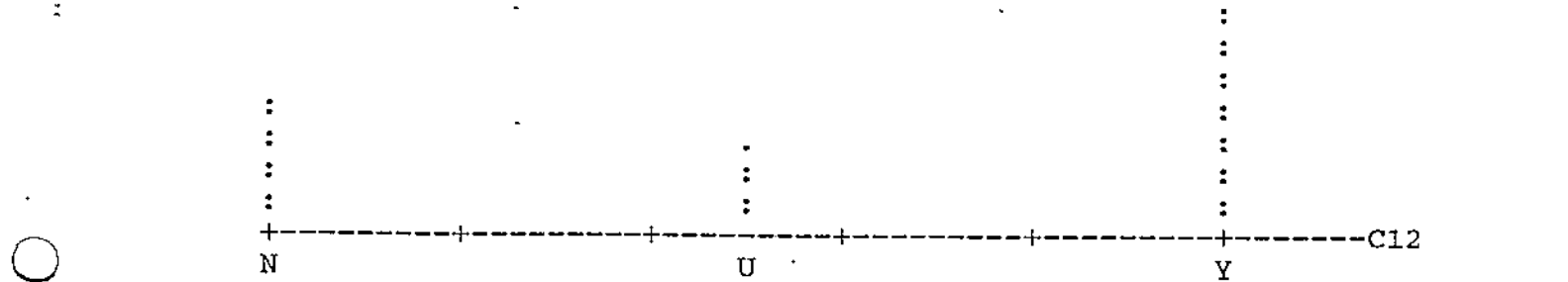
3 POINTS MISSING OR OUT OF RANGE  
 Each dot represents 4 points



4 POINTS MISSING OR OUT OF RANGE  
 Each dot represents 3 points

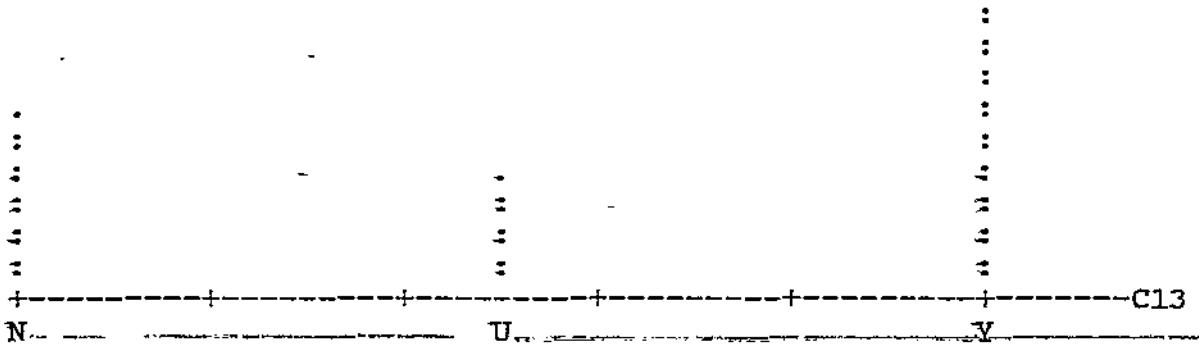


3 POINTS MISSING OR OUT OF RANGE  
 Each dot represents 4 points



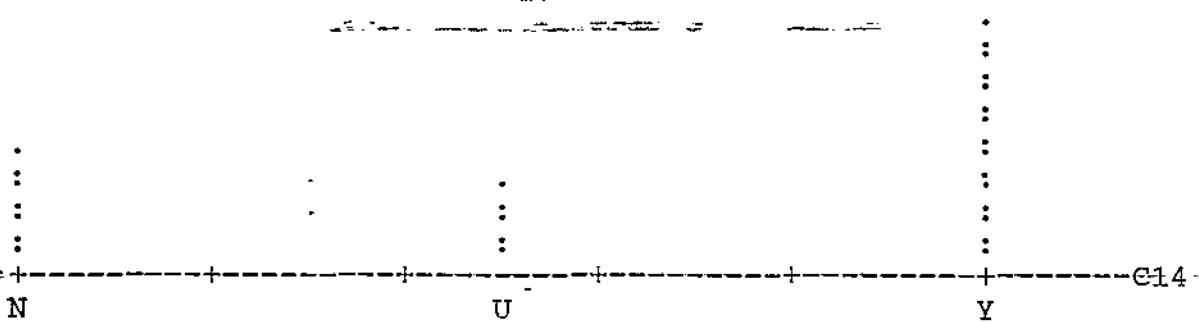
3 POINTS MISSING OR OUT OF RANGE

Each dot represents 3 points



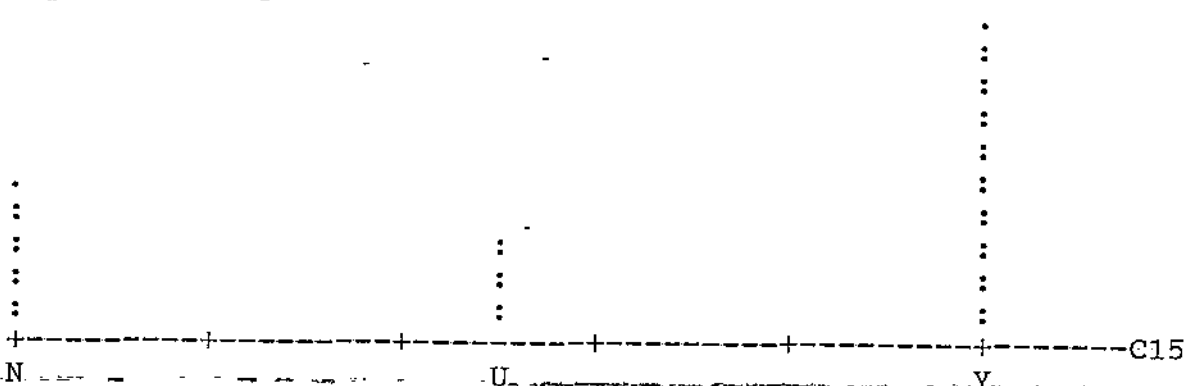
3 POINTS MISSING OR OUT OF RANGE

Each dot represents 4 points



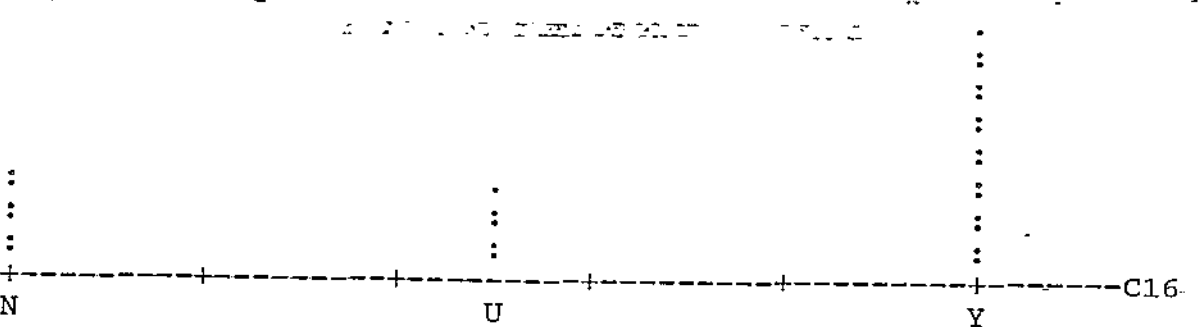
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Each dot represents 3 points



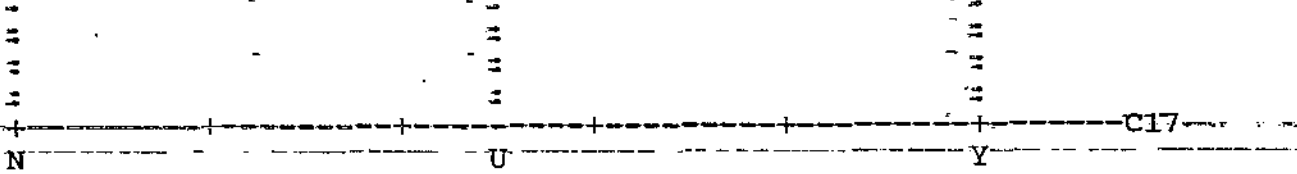
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Each dot represents 4 points



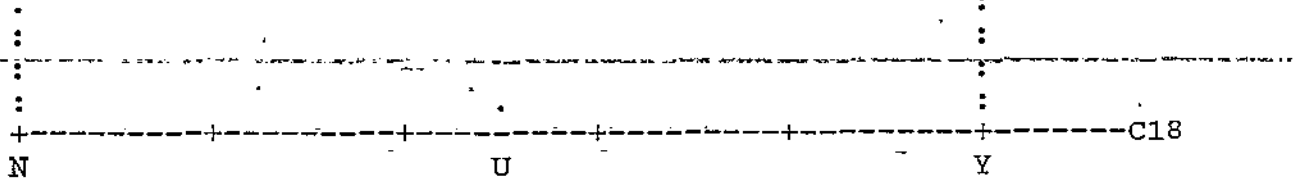
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Each dot represents 3 points



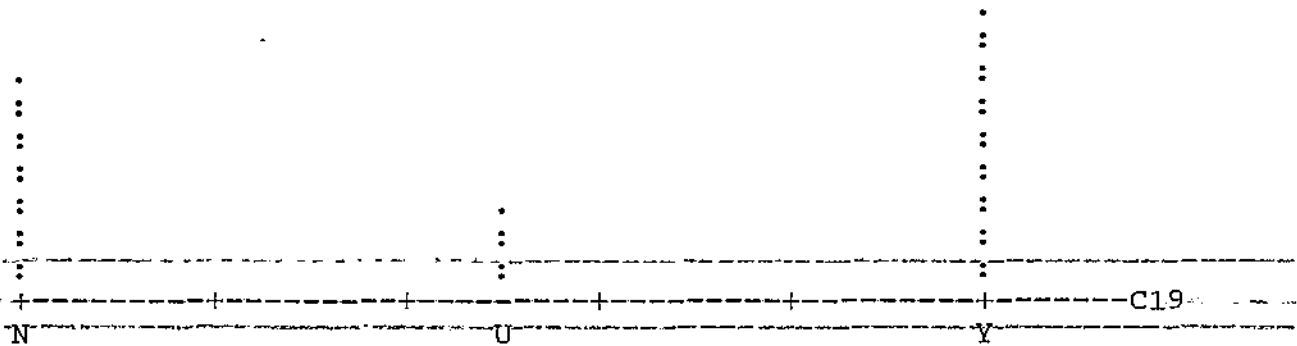
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Each dot represents 4 points



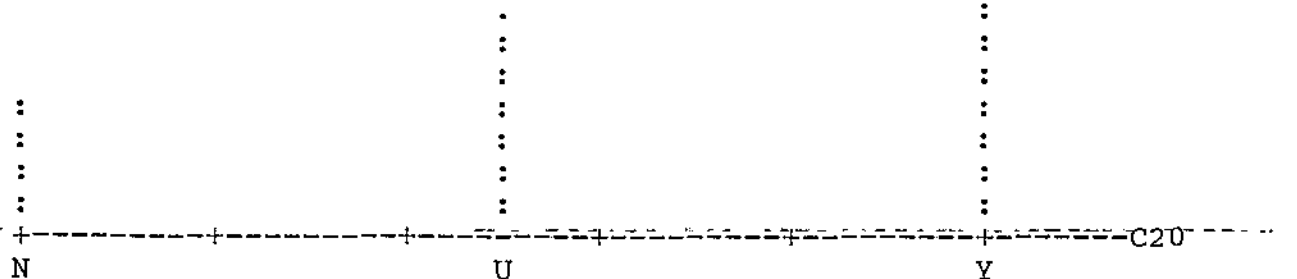
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Each dot represents 3 points

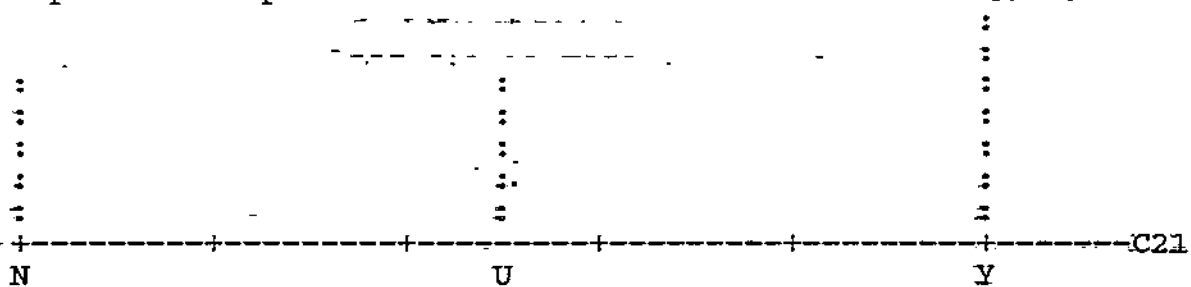


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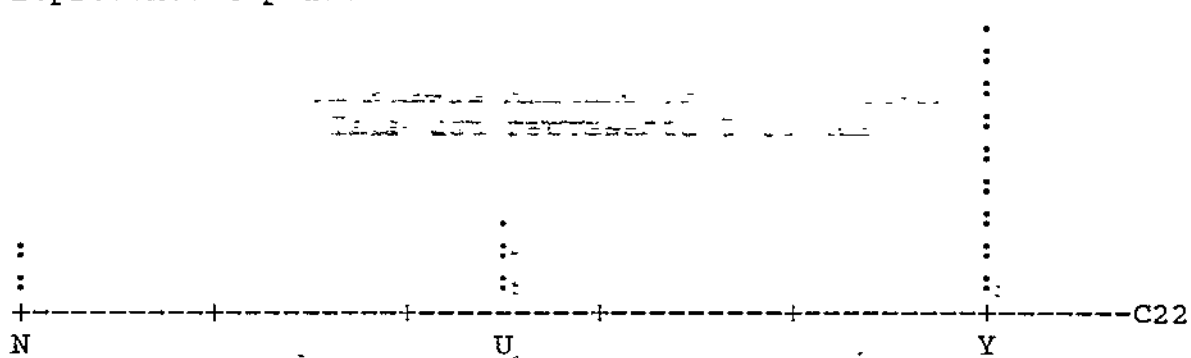
Each dot represents 3 points



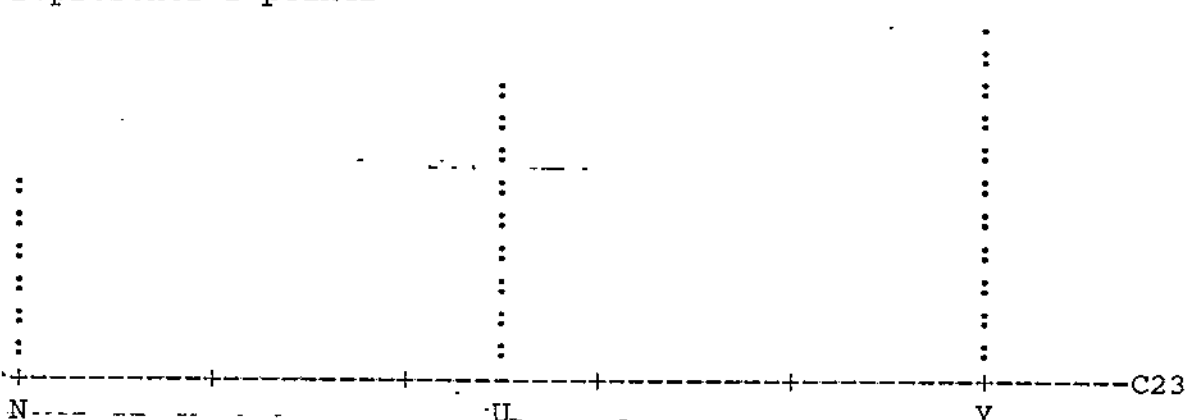
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Each dot represents 3 points



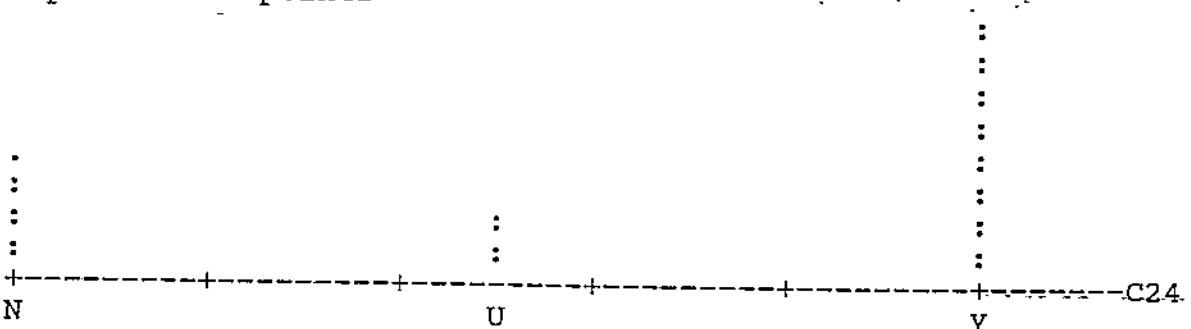
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Each dot represents 4 points



7 POINTS MISSING OR OUT OF RANGE  
Each dot represents 2 points

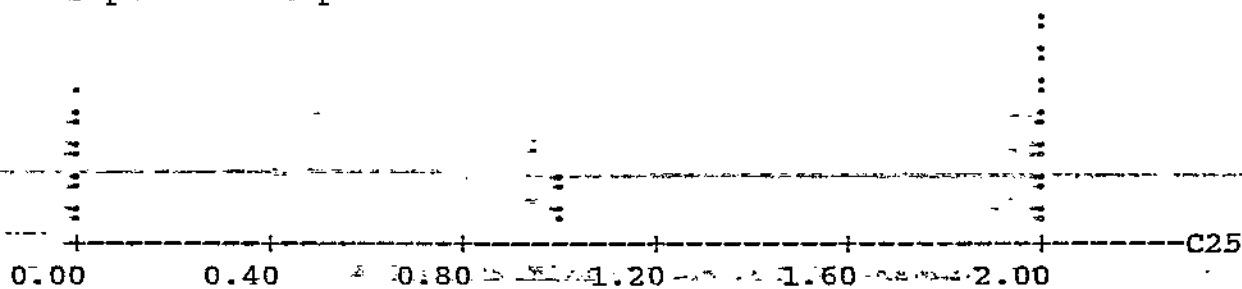


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Each dot represents 4 points

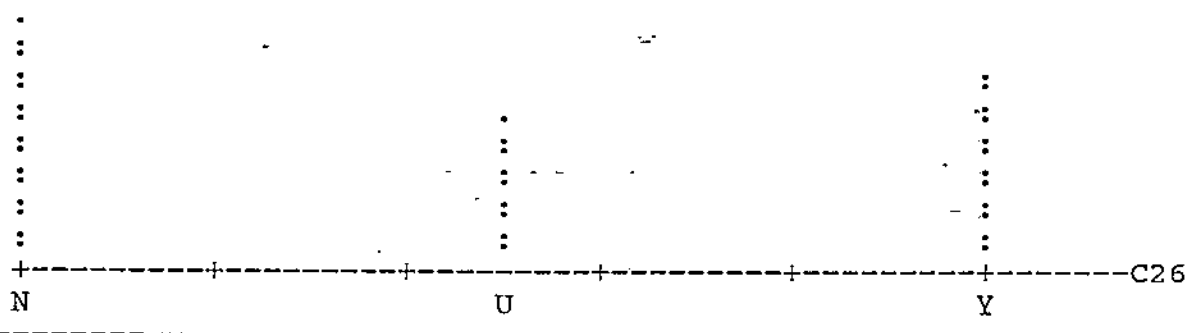




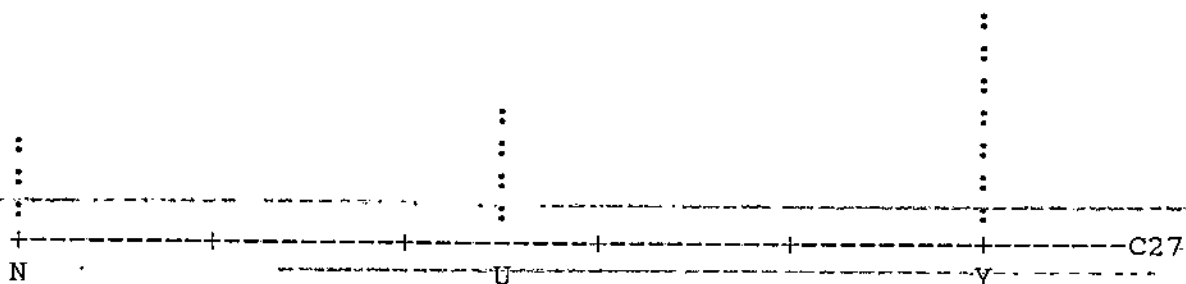
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Each dot represents 4 points



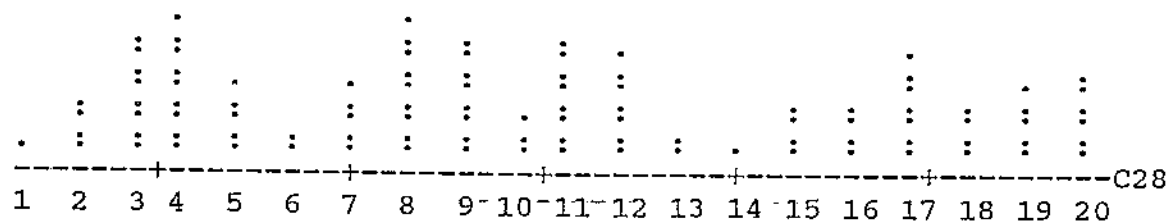
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Each dot represents 3 points



1 POINTS MISSING OR OUT OF RANGE  
Each dot represents 4 points

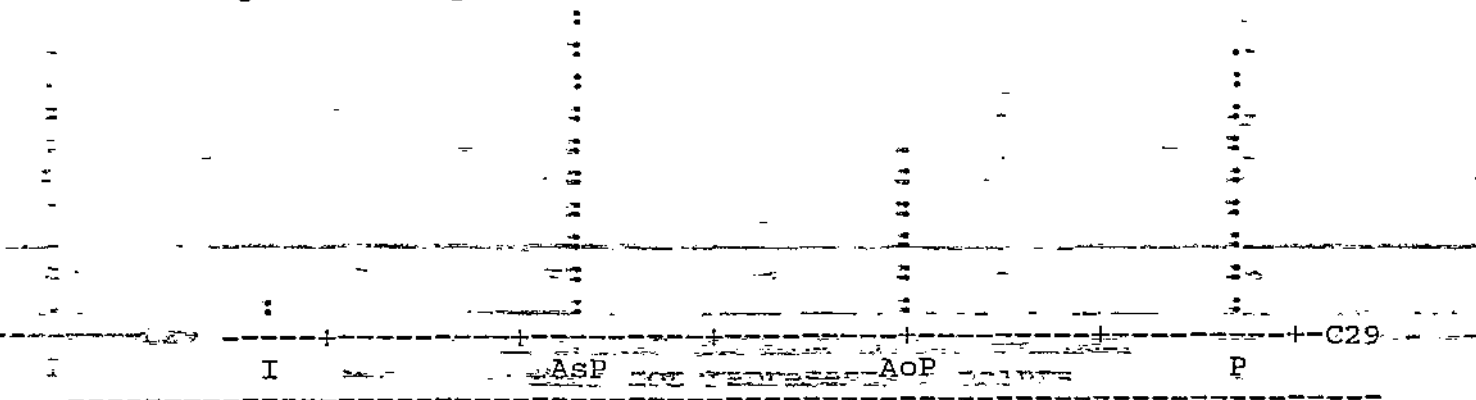


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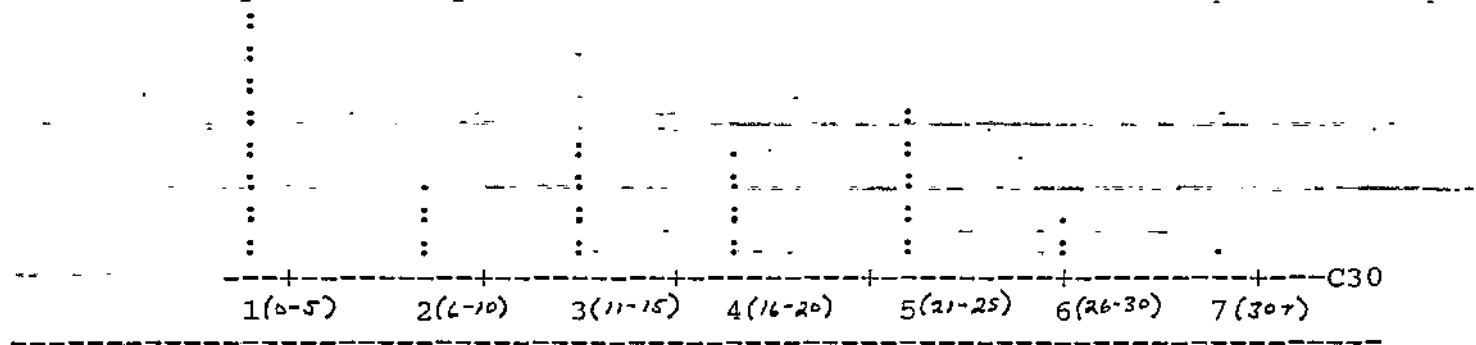
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Each dot represents 2 points

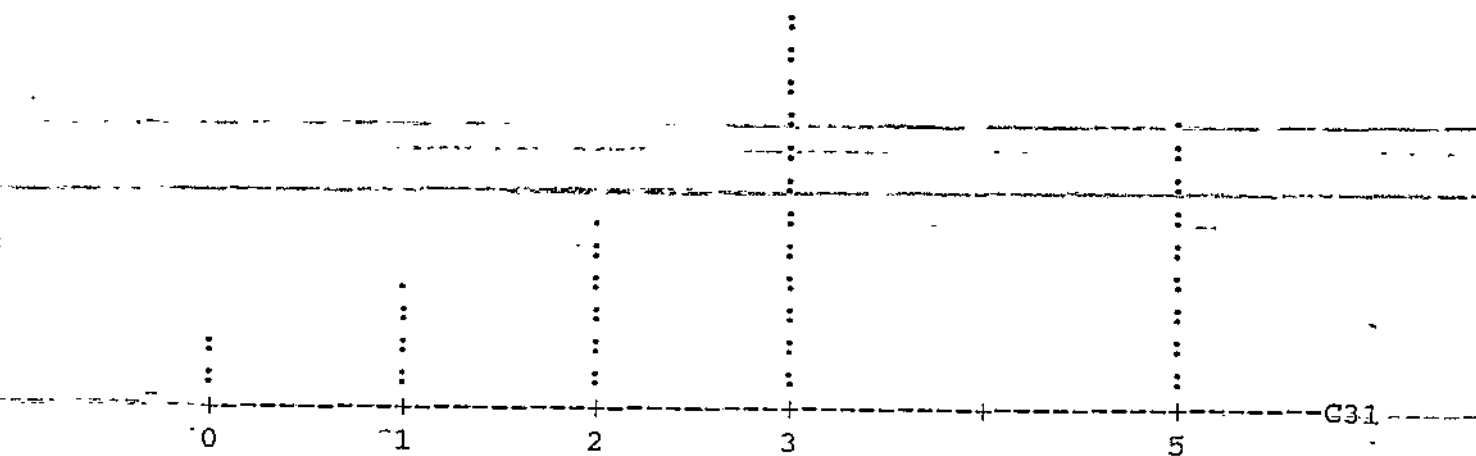


9 POINTS MISSING OR OUT OF RANGE

Each dot represents 2 points



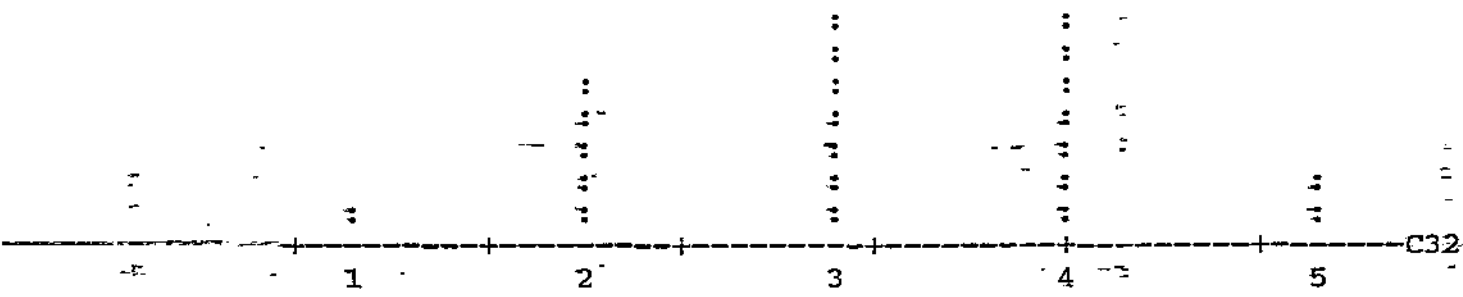
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10 POINTS MISSING OR OUT OF RANGE

Each dot represents 2 points

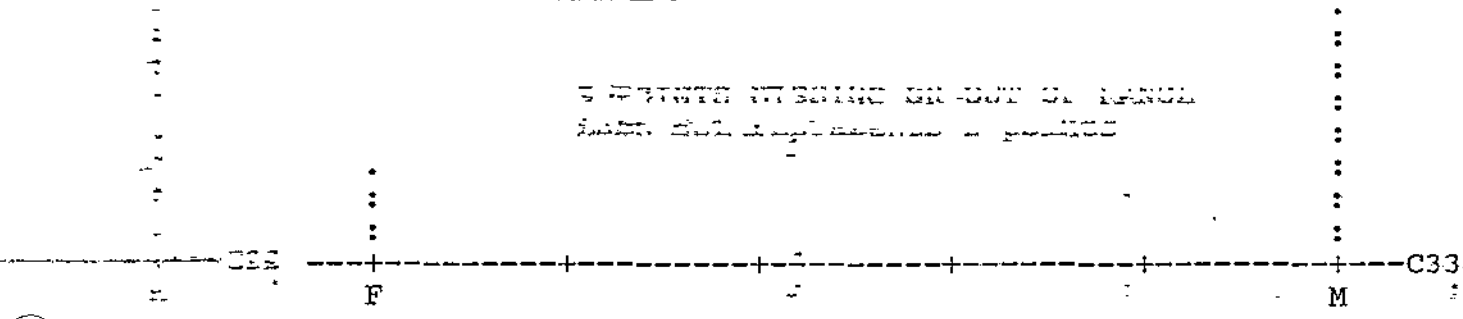
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Each dot represents 2 points



9 POINTS MISSING OR OUT OF RANGE

Each dot represents 5 points

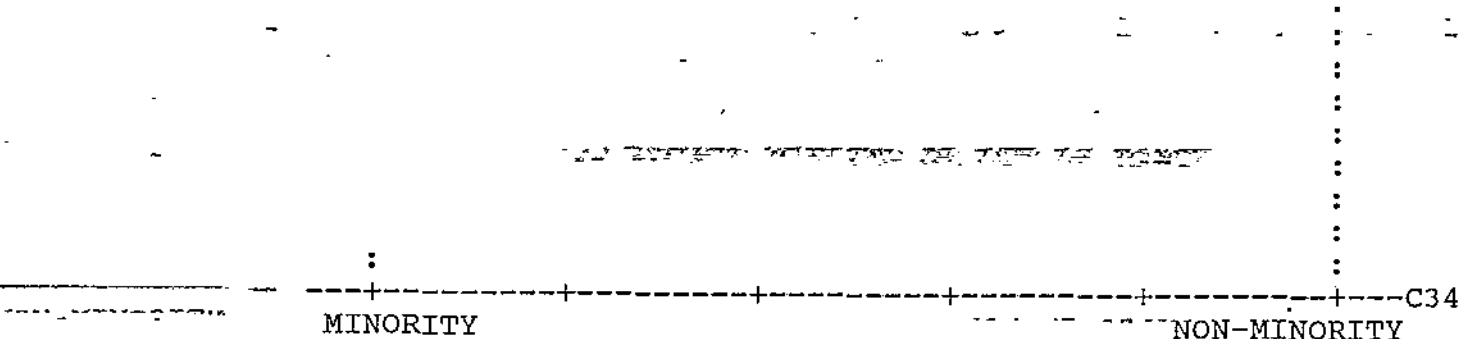
9 POINTS MISSING OR OUT OF RANGE  
Each dot represents 5 points



19 POINTS MISSING OR OUT OF RANGE

Each dot represents 5 points

19 POINTS MISSING OR OUT OF RANGE  
Each dot represents 5 points





STAFF CONGRESS

UPO Box 588  
MOREHEAD, KENTUCKY 40351-1689

**TO:** Morehead State University Staff

**FROM:** Sue Woodrow, Member *S.W.*  
Staff Congress Credentials and Elections Committee

**DATE:** April 30, 1991

**RE:** Addendum to Nomination for Representatives of the  
Staff Congress Members

=====

Please add the following to the information you received earlier regarding election of representatives to Staff Congress. In addition to the twelve (12) representatives as identified in the memorandum of April 2, 1991, the following representatives must be selected:

**Executive/Managerial:** One representative to be elected to serve a one-year term. (This is the position from which Joe Planck resigned and to which Dwayne Cable was appointed until June 30, 1991.) This brings the total to two representatives to be elected for this category. The candidate receiving the highest vote will serve a three-year term and the next highest vote receiver will serve a one-year term.

**Service/Maintenance:** One representative to be elected to serve a one-year term. (This is the position from which John Carter resigned and to which Lana Fraley was appointed until June 30, 1991.) This brings the total to two representatives to be elected for this category. The candidate receiving the highest vote will serve a three-year term and the next highest vote receiver will serve a one-year term.

**Technical/Paraprofessional:** One representative to be elected to serve a two-year term. This position is being vacated by Sue Bang due to a reclassification into another category. This brings the total to three representatives to be elected for this category. The candidate receiving the highest vote will serve a three-year term, the second highest vote will serve a two-year term and the third highest vote will serve a one-year term.

Please remember to make your nominations by May 6, 1991, at 4:00 p.m. and hand deliver the completed nomination form to either Sue Townsend at ADUC 209 or to Betty Gambill at the Rice Maintenance Building.

Policy: PG-9

Subject

Personal Leave of Absence Without Pay  
(Other than Military or Family Medical Leave)

Approval Date: 07/01/85  
Revision Date: 06/22/94; 11/14/97;  
Technical Change Date: 04/30/91

PURPOSE:

To provide for granting a regular, full-time faculty or staff member a personal leave of absence without pay upon recommendation and approval of the employee's supervisor(s).

PURPOSE OF LEAVE:

A personal leave of absence without pay may be granted for extended vacation, personal business, medical reasons (beyond the limits of PG-52, Family and Medical Leave), professional travel, approved formal study or educational leave, or job-related employment. Such leave of absence request must be submitted to the individual's supervisor at least sixty (60) calendar days in advance *and approved by the immediate supervisor in writing on an Exception Approval Form (forms available in Office of Human Resources).*

A non-faculty employee of the University has as his/her primary responsibility, the obligation to fulfill the work requirements of the position for which he/she was employed. At times, however, a non-faculty employee of the University may choose to take part in an assignment, task, or activity external to the individual's employment. Such activities may include, but are not limited to, consulting, teaching outside the University, directing, or participating in special activity projects (e.g., camps or workshops). Absence from official work assignments will be accountable by either official leave or vacation leave as outlined in the University's Personnel Policy Manual. Participation in all such activities must have proper approvals.

NOTE: Such a personal leave may not be granted if it would cause an undue hardship on the operation of the department or create a conflict of interest.

A personal leave of absence may be granted based on the individual's continuous, full-time service, as follows:

*An employee on such leave may have additional retirement system rights as provided by law.*

|  |  |                                    |
|--|--|------------------------------------|
| 47<br>48<br>49<br>50<br>51<br>52<br>53 | Length of Continuous<br>Service at Start<br>of the Leave _____ | Maximum Length<br>of Leave Granted |
|--|--|------------------------------------|

|                |  |                 |
|----------------|--|-----------------|
| 54<br>55<br>56 | During employee's<br>probationary period | Up to one month |
|----------------|--|-----------------|

|                      |   |                 |
|----------------------|---|-----------------|
| 57<br>58<br>59<br>60 | Upon completion<br>of employee's<br>probationary period | Up to 12 months |
|----------------------|---|-----------------|

NOTE: For the purpose of this policy, a faculty member with a minimum of six months of continuous full-time service may request a personal leave of up to 12 months.

Short-term approved absences of less than one full pay period shall be handled as payroll deductions.

#### LEAVE LIMITS:

The maximum of any continuous leave of absence, normally, cannot exceed twenty-four (24) months, unless otherwise provided in the law. Any employee who exceeds this period, regardless of the reason the leave, will be released from the University. However, if extenuating circumstances exist, or if the leave may be in the best interest of the institution, the President may, upon request of the faculty or staff member, and the faculty or staff member's supervisor(s), recommend to the Board of Regents additional leave.

#### SERVICE AND SALARY DURING LEAVE:

An approved leave of not more than one year, may be counted towards continuous service for promotion, tenure, and sabbatical leave when the leave is in the mutual interest of the faculty and the University; however, being on leave does not assure a pay increase or other fiscal benefits. A faculty member must make written application to his/her department head for such leave to be counted towards continuous service. The request for leave must be approved by the respective department head, dean and the Executive Vice President for Academic Affairs prior to the leave being granted (see PAC-2 and PAC-27).

INSURANCE COVERAGE: A faculty or staff member on a personal approved leave without pay for any reason other than a medical leave of absence as provided in this policy or an approved educational leave may elect to continue in the insurance plans in which he/she is participating at his/her expense. The University will continue to pay the insurance expense for faculty or staff on approved medical or educational leave; however, if he/she does not

return to University employment for a minimum of six months at the termination of leave, he/she will be responsible for reimbursement for the insurance premiums paid by the University during the leave.

VACATION AND  
SICK LEAVE  
ACCUMULATION:

A faculty or staff member on a personal leave of absence without pay does not accumulate vacation or sick leave unless he/she is paid for 11 or more workdays in that calendar month.

The faculty or staff member may retain sick or vacation leave accumulated as of the beginning of an approved personal leave of absence.

UNIVERSITY  
HOLIDAYS:

A faculty or staff member does not receive pay or compensatory time for any University holiday(s) that occurs while he/she is on leave of absence without pay.

JOB  
REINSTATEMENT:

An employee granted a personal leave of absence without pay will be reinstated to the same or to a similar position at the expiration of the leave. If the employee does not return, at the agreed upon date, his/her employment will be terminated.

EARLY RETURN TO  
ACTIVE SERVICE:

If a faculty or staff member desires to return before his/her approved leave ends, he/she is to contact the appropriate Administrative Officer to determine whether an acceptable date for early return can be arranged.

# FACULTY SENATE AGENDA

May 2, 1991

Riggle Room

- ~~I.~~ Call to order 4:14 *+*
- ~~II.~~ Consideration of minutes of April 18, 1991 *- PASS*
- ~~III.~~ Chair's Report
- ~~IV.~~ Vice-President's Report
- V. Faculty Regent's Report 5:1
- VI. Committee Reports
  - ~~A.~~ Fiscal Affairs Committee
    - ~~1.~~ Distribution of Salary Increases - 2nd Reading *Failed*
    - ~~2.~~ Early Faculty Retirement Incentive - 2nd Reading *PASS unanimous*
  - ~~B.~~ Ad Hoc Committee on Faculty Assessment/Performance Based Pay - Results of Faculty Survey on FEP/PBSI
  - C. Academic Governance Committee 5:21
    - ~~1.~~ PAc-32: Professional Librarians - 2nd Reading *PASS*
    - ~~2.~~ Committee Appointments
  - D. Educational Standards Committee
  - ~~E.~~ Elections Committee - Election Results for At-Large and Departmental Senators
  - F. Professional Policies Committee
    - 1. Faculty Senate Resolution - 2nd Reading *Still tabled*
    - 2. PAc-17: Sabbatical Leave of Absence - 2nd Reading *PASS unan*
    - 3. PAc-28: Educational Leave of Absence - 2nd Reading *- PASS unan.*
    - 4. PAc-29: Teaching Workload Responsibilities & Overload - 2 reading *TABLE*
- VII. New Business
- VIII. Announcements
- IX. Adjournment 6:07



**ATTACHMENT A:**

**CHAIR'S REPORT  
May 2, 1991**

1. Senate Executive Council Meeting (Apr. 29).
  - a) The Council agreed that the Senate should sponsor an open faculty forum, concerning the Presidential Search, on Wednesday, May 15 (Reading Day) at 10:00 am. There is to be a Presidential Search Forum at the Holiday Inn in Morehead from 4:30 to 6 pm on Thursday, May 9.
  - b) The Senate survey of faculty will be completed by the early part of next week and will be sent out soon thereafter.
2. COSFL (Coalition of Senate and Faculty Leadership) Meeting (April 27).

The meeting focused on faculty development. John Guyton from Murray discussed his faculty survey of attitude and job satisfaction. Based on this survey, faculty are placed in one of four categories: Probational or Accumulating, Growth or Expansion, Inert or Transitional, and Atrophy or Degeneration. The COSFL representatives agreed to use this survey at their respective campuses.
3. Presidential Search Committee Information.

A consulting/search firm will soon be hired to assist the Committee. One of the proposed duties of this firm is to present the Search Committee with a list of their 20 highest rank candidates. The Senate Chair and Vice-Chair believe that this could be an invitation for members of the Search Committee to abrogate their responsibilities of carefully evaluating the resumes of all candidates.
4. Meeting with Vice-President Philley.

The Vice-President will be requesting that the Ad-hoc Committee on PBSI Guidelines be reconstituted so as to consider modifications of existing policy and to assess the results from this last year. Academic policies going to the Board of Regents at the May 17 meeting include AP-1: Undergraduate Admissions Standards and PAc-32: Professional Librarians Policy. Those academic policies which are expected to be presented at the September BOR meeting include revisions in PAc-17: Sabbatical Leave, PAc-28: Educational Leave of Absence, PAc-29: Faculty Workload, and Early Retirement Policy (withing PAc-25). New policies which may be considered include PAc-31: Misconduct in Research.

**Subject: Educational Leave of Absence**  
**Section Number: Pac-28**

**Approval Date:**  
**Revision Date:**

5-2-91  
PASS  
unanimous

- PURPOSE:**
1. To provide a leave of absence ~~with one-half pay~~ with pay for advanced study leading to the earning of a degree in the applicant's teaching field or a related field.
  2. To provide a leave of absence ~~with one-half pay~~ with pay for retraining and preparation for specific vacancy.

**PRINCIPLES:** The privilege of an educational leave of absence may be granted to an individual who has demonstrated through periodic performance evaluation of teaching effectiveness, professional activities, and service, an above-average potential to provide tangible contributions to the University upon completion of this educational leave of absence.

All requests for educational leave will be considered. However, budgetary constraints that may vary from year to year may limit the number of leaves granted.

The educational leave of absence is not intended to substitute for PAC-17 and should not compete with the sabbatical leave program for funding.

**ELIGIBILITY:** Full-time faculty members, Standing I appointments, who meet the following conditions are eligible to apply for an educational leave of absence:

1. Rank of instructor, assistant professor, associate professor, or professor.
2. A minimum of three consecutive contract years of full-time teaching. Time spent on any type of leave of absence is not counted towards full-time service for the purposes of an educational leave.

**LIMITATION:** An educational leave will not be granted to an individual who, because of mandatory retirement age requirements, cannot provide two contract years of full-time service to the University following return from the educational leave. (NOTE: Mandatory retirement age will no longer be in effect after December 31, 1993).

**CRITERIA FOR  
CONSIDERATION**

The following factors will be considered in evaluating an application for an application for an educational leave of absence:

1. The academic department's/University's need for the faculty member to have additional advanced study.
2. The benefit received by the academic department/University as a result of the faculty member completing additional advanced study.
3. Quality of academic service of the faculty member.

**APPLICATION  
PROCEDURE:**

The faculty member is responsible for submitting the application for an educational leave on the form provided. Such applications should be submitted to the department chair by ~~February 1~~ January 15 preceding the fiscal year during which the leave is to begin.

~~The application must be accompanied by the following:~~

- ~~1. A vita giving full details of the applicant's education, preparation, and work history.~~
- ~~2. Documentation of acceptance into a regionally accredited graduate school program.~~
- ~~3. A statement giving full details concerning the purpose of the leave, plan for its use, and an anticipated date of degree/program completion.~~
- ~~4. Rationale to support the pursuit of graduate work if in a field other than the applicant's teaching field.~~

**REVIEW  
PROCESS:**

The applications shall be reviewed by a Departmental Leave Committee (composed of tenured faculty members), the Department Chair, the Associate Dean (if appropriate), the College Dean, the Faculty Leave appropriate University Committee, and the Vice President for Academic Affairs. No person shall serve on both departmental and University leave committees. The recommendations of each review level shall be recorded and submitted to the next higher level of review. The Faculty Leave Committee will submit its recommendations to the Vice President of Academic Affairs three weeks prior to the first Spring meeting of the Board of Regents. At this time, the Faculty Leave Committee will also notify the applicant of its recommendation. The applicant will have two weeks from the date of the notice to respond.

Recommendations will be made by the Vice President for Academic Affairs to the President.



Educational leave of absence applications which are recommended by the President shall be presented to the Board of Regents for final approval at the first spring meeting.

**SALARY  
PAYMENT:**

A person granted an educational leave ~~will~~ may receive full monthly base salary for up to one semester payable over the semester or one-half of the monthly base salary for up to two semesters payable over nine or twelve months ~~a rate of one half of the monthly base salary for each month on leave payable over a nine or twelve month period.~~ The salary will be based upon that which the person would have received for the academic year had the educational leave not been taken. After the Educational Leave of Absence the faculty member is eligible to apply for a leave of absence without pay.

**FACULTY RIGHTS  
DURING THE  
LEAVE:**

The successful applicant will retain the following rights during time spent on an educational leave:

1. The recipient who is a member of a University insurance plan will continue to receive coverage at the same rates while on an educational leave. This applies to dependents as well.
2. Time spent on educational leave will be credited as active service for retirement purposes. University and faculty contributions will continue on the basis of full salary.
3. The faculty member may request to credit one academic year toward the probationary period for tenure (if in a tenure track position) and length of service in rank for promotion. This request must be made on the Educational Leave of Absence Application Form. Leave not counted toward probationary time will be considered a break in continuous service. Non-tenured faculty members returning from leave not counted toward tenure will be in probationary status with zero years credit unless credit for, up to three years, previous experiences at Morehead State University is applied upon return to active employment as specified in PAc-27 (Probationary or Pre-tenure).
4. The recipient will return to the former position with the University unless otherwise agreed to by the employer and employee.

**FACULTY  
OBLIGATIONS:**

The recipient will have the following obligations regarding the educational leave:

1. The recipient of an educational leave will submit the following reports to the appropriate college dean:
  - a. An interim report will be submitted at the completion of each semester/quarter. This report will consist of a description of course work completed and credit earned.
  - b. A final report will be submitted at the completion of the educational leave consisting of transcripts of courses completed, description of how the leave was spent, and status of degree completion.
2. An agreement will be drawn up between the recipient and the University stating the approved course work during the educational leave and the recipient's rights and obligations. Failure of the recipient to comply with the contractual provisions of the educational leave will result in cancellation of the leave and forfeiture of all rights specified in the leave agreement.
3. After the educational leave expires the recipient shall return to service at Morehead State University for two years ~~months for every month of paid leave taken~~ or repay the amount of salary received while on leave. If the recipient of an educational leave returns to the University for a period less than the time contracted, the amount of salary to be repaid shall be prorated in relation to the amount of return service given.

**SUBSEQUENT  
LEAVES OF  
ABSENCE:**

An individual becomes eligible to apply for a subsequent educational leave of absence under the terms and conditions specified.



Subject: Sabbatical Leave of Absence  
Section Number: PAC-17

Approval Date:  
Revision Date:

5-2-91  
PASS  
unawin

**PURPOSE:** To provide a leave of absence with pay for research and independent study, professional education preparation enhancement such as institutes and workshops, and travel related to the applicant's professional interests. Sabbatical leave will not be granted for the purpose of pursuing an advanced degree.

A sabbatical is a privilege which may be granted to an individual who ~~had~~ <sup>has</sup> demonstrated by publication, teaching, exhibition or performance, an above average ability in scholarship, research, or other creative accomplishment.

**PRINCIPLES:** The privilege of a sabbatical leave of absence may be granted to an individual who has demonstrated through annual performance evaluation of teaching effectiveness, professional activities, and service, an above average potential to provide tangible contributions to the University upon completion of this sabbatical leave of absence.

The sabbatical leave of absence is not intended to substitute for the educational leave as described in PAC-29.

**ELIGIBILITY:** Full-time, tenured (exception 3.b. below) faculty members and academic administrators who hold tenure in an academic rank and who meet the following conditions may apply for a sabbatical leave of absence:

1. Rank of Assistant Professor, Associate Professor, or Professor.
2. A minimum of six consecutive contract years of full-time service.
3. a. Tenured <sup>(including those of special status)</sup> (if they are paid through the University) or  
b. If paid with funds provided by an agency other than the University, and in a non-tenured position, they have served at least seven years in one of the ranks listed above. In these cases, the use of restricted funds for sabbatical must be allowed by the granting agency.

**LIMITATION:** A sabbatical leave will not be granted to an individual who, because of mandatory retirement age requirements, cannot provide two contract years of full-time service to the University following return from the sabbatical leave.  
(NOTE: Mandatory retirement age will no longer be in effect after January 1, 1994.)

Dec 31, 1993

**CRITERIA FOR  
CONSIDERATION:**

The following factors will be considered in evaluating an application for sabbatical leave:

1. The potential value of the leave for the professional growth of the applicant.
2. The quality of academic service by the applicant.
3. The potential for the enhancement of the University's academic program.

**SUBMISSION OF  
REQUEST FOR  
SABBATICAL  
LEAVE:**

The faculty member is responsible for submitting the application for a sabbatical leave on a form provided. Such applications should be submitted to the Department Chair no later than ~~October 1~~ September 15 preceding the fiscal year during which the leave is to begin. A faculty member may submit an application a year in advance.

~~The application must be accompanied by the following:~~

- ~~1. A vita giving full details of the applicant's education preparation, work history, and accomplishments at Morehead State University; and~~
- ~~2. A statement giving full details concerning the purpose of the leave and plans for its use.~~

**THE REVIEW  
PROCESS:**

The applications shall be reviewed by a Department Leave Committee (composed of tenured faculty members), and in turn the Department Chair, ~~the Associate Dean (if appropriate), the College Dean, the appropriate University leave Faculty Leave Committee, and the Vice President for Academic Affairs.~~ No person shall be on both departmental and University Leave committees. The findings recommendations of each review level shall be recorded and submitted to the next higher level of review.

The Faculty Leave Committee will submit its recommendations to the Vice President for Academic Affairs three weeks prior to the last Fall meeting of the Board of Regents. At this time, the applicant will be provided with the recommendation of the Faculty Leave Committee and will have two weeks from the date of decision in which to respond to the recommendation.

Recommendations will be made by the Vice President for Academic Affairs to the President.

Sabbatical leave of absence applications which are recommended by the President are sent to the Board of Regents for final approval at the last Fall meeting.

Applications submitted a year in advance will be reviewed a year in advance. If a sabbatical leave is denied, a new application may be filed.



**SALARY PAY-  
MENT WHILE  
ON LEAVE:**

A person granted a sabbatical leave will receive full salary for up to one semester payable over the semester or one-half of the monthly base salary for up to two semesters payable over nine or twelve months. The salary will be based upon that which the person would have received for the academic year had the sabbatical leave not been taken.

**FACULTY RIGHTS  
DURING THE  
LEAVE:**

The successful applicant will maintain the following rights during time spent on a sabbatical leave of absence.

1. The recipient may share in the salary increases awarded by the University.
2. Time spent on sabbatical will be credited as active service for retirement purposes. University and faculty contributions will continue on the basis of full salary.
3. The leave period counts toward requirement for promotion.
4. The recipient will return to the former position with the University unless otherwise agreed to by the employer and employee.
5. The recipient who is a member of a University insurance coverage plan will continue to receive coverage at the same rates while on a sabbatical leave. This applies to dependents as well.

**FACULTY  
OBLIGATIONS  
REGARDING  
THE LEAVE:**

The successful applicant will maintain the following obligations regarding the sabbatical leave of absence:

1. After the leave expires, the recipient shall return to service at Morehead State University for at least two years or repay the amount of compensation received while on leave. If the recipient of a sabbatical leave returns to the University for a period less than two years, the amount repayable shall be prorated in relation to the amount of return service given. For example, if he/she returns for one year, the repayable amount shall be one-half the compensation received while on leave.
2. An agreement will be drawn up between the recipient and the University confirming the approved sabbatical plan and the recipient's rights and obligations. The recipient shall make progress reports to the appropriate college dean at both the mid-point and at the end of the sabbatical leave. Failure of the recipient to comply with the contracted provisions of the sabbatical will result in cancellation of the sabbatical, repayment of all salaries received as a result of being granted the leave, and forfeiture of all rights specified in the sabbatical leave agreement.



3. Since the sabbatical leave is granted for academic purposes, paid employment is not an acceptable basis for such a leave. However, it is recognized that some forms of remuneration as well as scholarships, fellowships, and other honorary stipends may be a legitimate component of an academic experience. Therefore, a limited amount of income is allowable as part of the sabbatical experience. The determination of any limits to be placed on income earned during a sabbatical leave should be made by the University Leave Committee as a part of its review of the application. Recommendations as to such limits can be made at all other levels of review.

**SUBSEQUENT  
SABBATICAL  
LEAVES:**

An individual becomes eligible to apply for a subsequent sabbatical leave under the terms and conditions specified above, provided that a minimum of six Contract years of full-time service has elapsed since ending a previous sabbatical leave.

**EXCEPTIONS:**

The President has the option of making exceptions to the above stated policy when deemed in the best interest of the University.



FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

May 7, 1991

Mr. Wayne M. Martin  
WKYT-TV PO Box 5037  
Lexington, KY 40555

Dear Mr. Martin:

The Faculty Senate is sponsoring an open faculty forum on the Presidential Search, to be held Wednesday, May 15 at 10:00 am, in Room 111-112 in Radar Hall.

I am extending an invitation for you to be present at this most important event. It is through the broad participation of all interested groups in the Presidential Search process that ultimately will result in a successful search.

Please respond at your earliest convenience as to whether you will be able to attend by notifying the Senate Office, UPO 1020, (606)783-2226.

Sincerely,

Dr. Robert Lindahl, Chair  
MSU Faculty Senate

RL/jc



UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

FACULTY SENATE

## MEMORANDUM

DATE: May 8, 1991  
TO: MSU Faculty  
FROM: Robert J. Lindahl, Chair, MSU Faculty Senate

The Senate Constitution requires that the faculty be surveyed each year in order to determine those areas of interest and concern. The Senate Executive Council has designed this survey after receiving substantial input from faculty. The results of this survey will enable the 1991-92 Senate to focus on the areas of greatest concern that are identified. Please take a few minutes to fill in this questionnaire and then return to the Senate Office, UPO 1021 by Wednesday, May 15.

In advance, I wish to thank you for your cooperation.

RL/jc



FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

**M E M O R A N D U M**

**DATE:** May 16, 1991

**TO:** MSU Faculty

**FROM:** Dr. Robert Lindahl, Chair, MSU Faculty Senate

**RE:** Status of the Search for the Vice-President for Academic  
Affairs and Dean of Faculties

On May 10 I received a memo from Porter Dailey, Chair of the Search Committee, which summarizes the status of the search process.

The Search Committee has recommended to the President a minor change of description of the title to Vice-President of Academic Affairs and Dean of Faculty (singular).

There was a pool of 57 applicants at the close of the search deadline on March 16. Since that closing date three candidates have withdrawn. An evaluation of this pool of candidates has resulted in a reduction to approximately 12 active candidates, as of May 7. Reference checking of this pool is to be completed no later than May 22 for purposes of further reducing to approximately 5-6 candidates for campus visits.

The Search Committee anticipates the arrival of the finalists on campus during the week of June 10-14 and will be requesting that the faculty and other interest groups hold meetings with them. It is essential that there be broad participation of faculty in any open meeting/forum held for purposes of receiving and providing information to the finalists.

RL/jc

June 12, 1991

Dr. C. Nelson Grote, President  
Morehead State University  
201 Howell-McDowell Building  
Morehead, KY 40351

Dear Dr. Grote:

Attached is a listing of faculty members selected to fill terms that are expiring on University Standing Committees. These were acted upon by the Faculty Senate at meetings on April 18 and May 2, 1991.

Those faculty listed for the Affirmative Action Committee and The Student Publications Board are nominees from which you select a member. For the Faculty Rights and Responsibilities Committee, Charles Morgan was elected by the Faculty Senate and the names of college representatives will be forwarded to you after the elections are held in each college.

The listings for all other committees have been duly elected for terms that commence in August, 1991.

The Faculty Senate appreciates your efforts in the process of insuring broad representation on standing committees.

Sincerely,

Robert H. Wolfe, Chair  
Academic Governance Committee

jc

Attachment

PC: Dr. Robert Lindahl  
Dr. Virginia Wheelless

**FACULTY ELECTED\* TO STANDING COMMITTEES  
TERMS BEGINNING  
AUGUST, 1991**

| <u>COMMITTEE</u>  | <u>COLLEGE</u> | <u>DEPT.</u>        | <u>TERM</u>              |
|---|----------------|---------------------|--------------------------|
| <b><u>Academic Appeals</u></b>  |                |                     |                          |
| Richard Hunt  | A&S            | Phy Sci             | 2 yr.                    |
| Karl Kunkel   | EBS            | Soc/Soc Wk/Cor      | 2 yr.                    |
| Glenn Rogers  | At Large       | Eng/For Lang/Phil   | 1 yr                     |
| <b><u>Affirmative Action</u></b>  |                |                     |                          |
| One of the following nominees will be selected by the President to fill a two-year term           |                |                     |                          |
| Michelle Boisseau   | A&S            | Eng/For Lang/Phil   |                          |
| Rae Smith   | AS&T           | Nursing/Allied Hlth |                          |
| <b><u>Concert &amp; Lecture</u></b>   |                |                     |                          |
| David Olson   | EBS            | Psy                 | 2 yr                     |
| <b><u>Employee Benefits</u></b>   |                |                     |                          |
| Jerry Franklin  | EBS            | Leadership/Sec Ed   | 4 yr                     |
| <b><u>Environmental Quality</u></b>   |                |                     |                          |
| Brian Reeder  | A&S            | BES                 | 3 yr                     |
| <b><u>Faculty Leave</u></b>   |                |                     |                          |
| Gail Ousley   | BUS            | Info Sci            | 2 yr                     |
| Charles Whidden   | A&S            | Phy Sci             | 2 yr                     |
| Ted Marshall  | EBS            | Soc/Soc Wk/Cor      | 2 yr                     |
| Carolyn Taylor  | AS&T           | Home Ec             | 2 yr                     |
| <b><u>Faculty Promotion</u></b>   |                |                     |                          |
| Anna Demaree  | EBS            | Psy                 | 3 yr                     |
| Ron Tucker  | AS&T           | IET                 | 3 yr                     |
| Robert Lindahl  | At Large       | Math                | 3 yr                     |
| <b><u>Faculty Rights &amp; Responsibilities</u></b>   |                |                     |                          |
| Charles Morgan  | At Large       | Psy                 | 1 yr)ected by<br>Senate) |
| One nominee from each college will be elected by the respective college to serve a two-year term. |                |                     |                          |
| Richard Daniel  | EBS            | Leadership/Sec Ed   |                          |
| Michael Seelig  | EBS            | Soc/Soc Wk/Cor      |                          |
| Leo Blair   | A&S            | Mus                 |                          |
| Michael Biel  | A&S            | Comm                |                          |
| James Martin  | AS&T           | Agi/Nat Res         |                          |
| Rodney Stanley  | AS&T           | IET                 |                          |
| Roland Buck   | BUS            | Acct/Econ           |                          |
| Ishappa Hullur  | BUS            | Acct/Econ           |                          |

**Honors**

|                |     |                |      |
|----------------|-----|----------------|------|
| Howard Setser  | A&S | Bio Envir Sci  | 2 yr |
| Jacek Ganowicz | EBS | Soc/Soc Wk/Cor | 2 yr |

**Intercollegiate Athletics**

|             |      |                     |      |
|-------------|------|---------------------|------|
| Dan Fasko   | EBS  | Leadership/Sec Ed   | 3 yr |
| Janet Gross | AS&T | Nursing/Allied Hlth | 3 yr |

**International Ed. Programs**

|                  |      |                  |      |
|------------------|------|------------------|------|
| Dennis Karwatka  | AS&T | IET              | 2 yr |
| Leo Blair        | A&S  | Mus              | 2 yr |
| John Alcorn      | BUS  | Acct/Econ        | 2 yr |
| Barbara Niemeyer | EBS  | Elem/Read/Spe Ed | 2 yr |

**International Student**

|                   |      |             |      |
|-------------------|------|-------------|------|
| Abdollah Ardeshir | AS&T | IET         | 2 yr |
| Kay Schafer       | A&S  | Geo/Gov/His | 2 yr |

**Library**

|                |      |                     |      |
|----------------|------|---------------------|------|
| Opal Skaggs    | AS&T | Nursing/Allied Hlth | 2 yr |
| Rodger Carlson | BUS  | Man/Mkt             | 2 yr |

**Registration Advisory**

|              |     |                  |      |
|--------------|-----|------------------|------|
| Jack Peters  | BUS | Man/Mkt          | 2 yr |
| Dreama Price | EBS | Elem/Read/Spe Ed | 2 yr |

**Research & Creative Productions**

|                 |      |                   |      |
|-----------------|------|-------------------|------|
| Michelle Kunz   | AS&T | Home Ec           | 2 yr |
| Thomas Stroik   | A&S  | Eng/For Lang/Phil | 2 yr |
| Lowell Williams | BUS  | Acct/Econ         | 2 yr |
| Harold Rose     | EBS  | Leadership/Sec Ed | 2 yr |

**Scholarship**

|               |      |                  |      |
|---------------|------|------------------|------|
| Henry Cittone | AS&T | Home Ec          | 2 yr |
| Daniel Grace  | EBS  | Elem/Read/Sec Ed | 2 yr |

**Service**

|                 |      |                   |      |
|-----------------|------|-------------------|------|
| Debby Johnson   | AS&T | Agi/Nat Res       | 1 yr |
| Gaye Osborne    | EBS  | HPER              | 1 yr |
| Glenna Campbell | A&S  | Eng/For Lang/Phil | 2 yr |
| Gail Ousley     | BUS  | Info Sci          | 2 yr |

**Student Disciplinary Board**

|                  |     |                |      |
|------------------|-----|----------------|------|
| Calvin Lindell   | A&S | Comm           | 2 yr |
| Lola Crosthwaite | EBS | Soc/Soc Wk/Cor | 2 yr |

**Student Life**

|                |      |                     |      |
|----------------|------|---------------------|------|
| Jackie Darling | AS&T | Nursing/Allied Hlth | 2 yr |
| John Viton     | A&S  | Mus                 | 2 yr |

### Student Publications Board

One of the following nominees will be selected by the President to fill a two-year term

|                  |      |                   |
|------------------|------|-------------------|
| Larry Griesinger | EBS  | Leadership/Sec Ed |
| Randy Ross       | A&S  | Math              |
| Rodney Stanley   | AS&T | IET               |

### Teaching

|                    |     |                  |      |
|--------------------|-----|------------------|------|
| Mesghena Yasin     | BUS | Acct/Econ        | 2 yr |
| Carol Anne Georges | EBS | Elem/Read/Spe Ed | 2 yr |

### Tenure

|                   |          |                   |      |
|-------------------|----------|-------------------|------|
| Fran Helphinstine | A&S      | Eng/For Lang/Phil | 3 yr |
| Ed Reeves         | EBS      | Soc/Soc Wk/Cor    | 3 yr |
| Ted Pass          | At Large | Bio Envir Sci     | 3 yr |

### Traffic Appeals

|                  |      |                     |      |
|------------------|------|---------------------|------|
| Freda Kilburn    | AS&T | Nursing/Allied Hlth | 2 yr |
| Barbara Niemeyer | EBS  | Elem/Read/Spe Ed    | 2 yr |

### University Computing Services

|              |     |               |      |
|--------------|-----|---------------|------|
| Marvin Albin | BUS | Info Sci      | 2 yr |
| Geoff Gerner | A&S | Bio Envir Sci | 2 yr |

### Undergraduate Curriculum

|               |      |                     |      |
|---------------|------|---------------------|------|
| Brenda Wright | AS&T | Nursing/Allied Hlth | 2 yr |
| Cathy Thomas  | A&S  | Comm                | 2 yr |
| Terry Elliot  | BUS  | Acct/Econ           | 2 yr |
| Alban Wheeler | EBS  | Soc/Soc Wk/Cor      | 2 yr |

\*Affirmative Action Committee and Student Publications Board are appointed by President from nominees. College representatives on the Faculty Rights & Responsibilities Committee will be elected by vote of the respective college.





FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

## MEMORANDUM

**DATE:** June 14, 1991  
**TO:** All MSU Faculty  
**FROM:** Robert Lindahl, Chair, MSU Faculty Senate  
**RE:** Meeting Schedule for the VPAA Candidate

Porter Dailey, chair of the VPAA search committee, has indicated that the three finalists for the Vice-President of Academic Affairs and Dean of Faculty are to be on campus for interviews, each during a two-day period. A partial itinerary is indicated below for each candidate:

### June 20, 21: Dr. Lacy

June 20 Lunch (11:45 am - 1:15 pm; Eagle Dining Room) - Faculty Senate  
Executive Council  
June 21 Faculty Forum (1:30 - 3:00 pm; Red Room)

### June 27, 28: Dr. Deck

June 27 Lunch (11:45 am - 1:15 pm; Eagle Dining Room) - Faculty Senate  
Executive Council  
June 28 Faculty Forum (1:30 - 3:00 pm; Riggle Room)

### July 1, 2: Dr. Trent

July 1 Lunch (11:45 am - 1:15 pm; Eagle Dining Room) - Faculty Senate  
Executive Council  
July 2 Faculty Forum (1:30 - 3:00 pm; Riggle Room)

It is extremely important that faculty attend the scheduled 1:30 - 3:00 pm forums in order to provide input in selecting the best possible candidate for this position.

jc

## CHAIR'S REPORT

June 20, 1991

1. Meeting with President Grote. (June 20)

The President's Executive Council is presently considering changes in PAc-3: Emeritus Rank for retiring faculty. Vice-President Philley is drafting a position paper which may contain the following provisions:

- a) Emeritus rank should be granted on the basis of professional achievement.
- b) A minimum number of years at MSU is to be specified.
- c) A process should be established for recommending emeritus rank.

The Chair was again informed that it is the University which covers the deductible portion of the cost resulting from a suit against a faculty member in the conduct of a University-related activity.

2. Meeting with VPAA Philley. (June 20)

Policies which may be acted on by the Board of Regents at their September meeting include PAc-17: Sabbatical Leave, PAc-28: Educational Leave, Early Retirement Policy, PAc-3: Emeritus Status, PAc-29: Faculty Workload, PAc-10: Extraordinary Compensation (summer faculty salaries), and PAc-32: Misconduct in Research.

The Library Standing Committee will be drafting a University Academic Regulations (UAR) relating to professional librarians.

The ad-hoc committee on Performance Based salary increases recently sent its recommendations to Vice-President Philley. The committee is recommending that chairs nominate certain of their 3-share faculty for consideration in the receiving of 5 shares. Decisions on faculty receiving 5-shares will be made by a committee consisting of the College Dean and all chair within the college. Basic criteria for the receiving of 1, 2, 3 and 5 shares were also stipulated.

3. Presidential Search Committee

The consulting/search firm of Heidrick-Struggles was chosen by the Search Committee. Bill Funk from Henrick and Struggles will be on campus during July 9-11 in order to contact various constituent groups and meet with the Search Committee.

FACULTY SENATE AGENDA  
JULY 18, 1991  
4:10 PM - RIGGLE ROOM

- I. Call to order
- II. Consideration of minutes of June 20, 1991
- III. Chair's Report
- IV. Vice-President's Report
- V. Faculty Regent's Report
- VI. New Business
- VII. Announcements
- VIII. Adjournment

FACULTY SENATE AGENDA  
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4:10 PM - RIGGLE ROOM

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- IV. Vice-President's Report
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FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

## MEMORANDUM

**DATE:** August 8, 1991  
**TO:** Faculty Senators *rw/p*  
**FROM:** Robert Wolfe, Chair, MSU Faculty Senate  
**RE:** Faculty Senate Attendance

Please note that Article Two, Section 5 of the Faculty Senate Constitution states: **Senators missing three consecutive, or a total of five, regular Faculty Senate meetings during the academic year shall automatically be dropped from Faculty Senate membership. Absence from summer meetings or special called meetings will not be considered in the total year's absences. The Faculty Senate chair, with the consent of the Faculty Senate, shall appoint a replacement from the same constituency to serve out the school year. Any additional unexpired term shall be filled by special election.**

In order to avoid past problems dealing with attendance, we are initiating a new procedure. There will be a sign-in sheet located on the desk. Each senator is to sign his or her name next to their typed name upon entering. If your signature does not appear next to your name you will be considered absent.

jc

FACULTY SENATE AGENDA  
AUGUST 22, 1991  
4:10 PM - RIGGLE ROOM

- I. Call to order
- II. Consideration of minutes of July 17, 1991
- III. Chair's Report
- IV. Faculty Regent's Report
- V. Election of Executive Council and Vice-Chair
- VI. New Business
- VII. Announcements
- VIII. Adjournment

1st Reading  
8-22-91

Note: Phrases underlined and in bold denote proposed new narrative. Lined through phrases denote proposed deletions.

8/9/91

Policy: PAC-3

Subject

Emeritus Rank Status

Approval Date: 07/01/85

Revision Date:

**PURPOSE:** To determine eligibility for and the privileges of ~~E~~meritus Rank status upon retirement.

**~~NORMAL~~ ELIGIBILITY:** Emeritus Rank status is granted in recognition of meritorious service to Morehead State University.

Emeritus Rank status is granted upon retirement to those holding the faculty rank ~~of full Professor~~ if recommended by the President ~~to the~~ and approved by the Board of Regents.

To be eligible for consideration, individuals ~~in the above rank~~ must have had reached ~~55 or have 30~~ at least ten years of continuous years of meritorious University service ~~and have held that rank at Morehead State University and be eligible for retirement under KTRS. for a period of at least five years prior to retirement from the University.~~

Exceptions to the minimum years of service may be made if warranted based upon recommendations of the Vice President for Academic Affairs and Dean of Faculty.

**PROCEDURE FOR  
GRANTING EMERITUS  
RANK STATUS:**

Prior to March 31 ~~the end of March each year~~, Department Chairs will request the tenured faculty members in the retiree's department to send their recommendation directly to an appropriate University standing committee for its consideration and recommendation to the Vice President for Academic Affairs and Dean of Faculty. Department Chairs and College Deans will then send their recommendations directly to the Vice President for Academic Affairs and Dean of Faculty. The Vice

President for Academic Affairs and Dean of Faculty will submit a recommendation to the President who will make a recommendation to the Board of Regents at its next regular meeting, may recommend the names of eligible faculty members who are retiring by the end of the current fiscal year. Such names are submitted to the President with recommendations from the appropriate Dean and the Vice President for Academic Affairs.

**PRIVILEGES OF  
EMERITUS RANK  
STATUS:**

In addition to those privileges normally available to any retired faculty member, an Emeritus Professor Faculty with emeritus status may be is provided with an office if feasible, and Arrangements may be made by the President for the Emeritus Professor to participate in for part-time teaching, research, and/or service to the University pursuant to appropriate University policies. The names of faculty emeriti will be listed in University catalogs and will be placed on University mailing lists for receipt of appropriate publications and announcements of functions and activities.

**OTHER FACULTY  
EMERITI:**

Faculty members not holding the rank of Professor at the time of retirement may be named Faculty Emeriti in rank by the procedures outlined above. Faculty Emeriti under this provision will be listed in University catalogs and will be invited to all major University functions.

**MEMORANDUM**

**DATE:** August 23, 1991  
**TO:** Robert Wolfe, Chair, MSU Faculty Senate  
**FROM:** Judy Carpenter, Faculty Senate Secretary  
**RE:** Seminar Attendance

As the Faculty Senate secretary, I am responsible for not only taking and distributing the minutes of the Senate meetings, I am also responsible for maintaining the office. Each year a new chair comes in while I remain. In order to improve my professional career I am asking that I be allowed to attend two seminars to be held in the Lexington area.

The first seminar, entitled "BEYOND SECRETARY - The growing role of the administrative assistant" is being held September 10, 1991, at a cost of \$39.00. The second seminar, entitled "The Organized Bookkeeper" is being held September 19, 1991, and cost \$89.00.

I feel both these seminars would not only benefit me professionally, they would also enhance my performance. I am also asking that the Senate pay for half of the registration fee. The Institute for Correctional Research and Training, my other half-time position, has agreed to pay for half of the registration fee.

I have attached copies of both brochures for your inspection. I look forward to your speedy reply to my request.

jc

Attachments



Note: Phrases underlined and in bold denote proposed new narrative. Lined-through phrases denote proposed deletions.

09/03/91

Policy: PAc-32

Subject

Misconduct in Research

Approval Date:

Revision Date:

**PURPOSE:** To establish and maintain institutional compliance with applicable Federal, State and local regulations regarding misconduct in research.

**APPLICABILITY:** This policy applies to research, research-training, or research-related activities conducted at Morehead State University or sponsored by the institution.

The policy does not supersede and is not intended to set an alternative to established University and/or Federal procedures for resolving fiscal improprieties, issues concerning the ethical treatment of human or animal subjects, or criminal matters.

#### **INSTITUTIONAL PRINCIPLES:**

In accordance with the fundamental ideals of integrity and credibility which are inherent in the conduct of research, this institution holds in high esteem the proper conduct of all research. Any compromise by faculty, staff, or students of the ethical standards required for conducting research must be reported and promptly addressed in order that these ideals be maintained.

- A. ~~Due to~~ Because of the serious effects that allegations of research misconduct may have upon the reputations and careers of those accused, this institution shall hold any proceedings which follow in the strictest confidence allowable by law. Breaches of confidentiality by those appointed to conduct the proceedings shall be treated as serious offenses. Furthermore, allegations are expected to be made in good faith and not for harassment.
- B. In the event that allegations of research misconduct are subsequently found to be groundless, this institution shall undertake diligent efforts, as appropriate, to restore the reputations of those alleged to have engaged in misconduct.

- C. In the event that allegations of research misconduct are substantiated by a preponderance of the evidence, this institution shall pursue the imposition of appropriate sanctions as authorized by statute or University personnel regulations upon those persons found to be responsible for the misconduct.
- D. Additionally, this institution shall undertake diligent efforts to protect the positions and reputations of those persons who, in good faith, make allegations.

#### **INSTITUTIONAL ASSURANCES:**

Morehead State University hereby gives assurance that it shall:

- A. Establish, keep current, and upon request provide this policy and any regulations designed to implement this policy to the appropriate agencies authorized by the regulations.
- B. Inform its research and administrative staff of this policy, any regulations designed to implement this policy and the importance of compliance with them.
- C. Take appropriate action as soon as research misconduct on the part of employees or persons with the organization's control is suspected or alleged.
- D. Inform, in accordance with the regulations, and cooperate with the authorized agencies regarding each investigation of alleged misconduct.
- E. Foster a research environment that discourages misconduct in all research and that deals forthrightly with possible misconduct.



## INTRODUCTION:

This University Administrative Regulation is designed to implement PAc-32 in accordance with the Final Rule, Subpart A, 42 CFR Part 50, Public Health Service, Department of Health and Human Services as published in the Federal Register, Vol. 54, No. 151, 1989.

## DEFINITIONS:

"University" or "institution" means Morehead State University.

"President" means the President of Morehead State University.

"Vice President" means the Vice President for Academic Affairs of Morehead State University.

"Allegation" means charges of fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the research community for proposing, conducting, or reporting research.

"Misconduct", "misconduct in research", or "research misconduct" means fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the research community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgements of data.

"Complainant(s)" means those person(s) who make formal allegations of misconduct in research.

"Respondent(s)" means those person(s) who are alleged to have engaged in research misconduct.

"Inquiry" means information gathering and initial factfinding to determine whether an allegation or

apparent instance of misconduct warrant an investigation.

"Investigation" means the formal examination and evaluation of all relevant facts to determine if misconduct has occurred.

"Research Review Committee" is the committee appointed by the Vice President to conduct an inquiry and, if warranted, an investigation into allegations of misconduct. The Research Review Committee shall consist of three (3) tenured faculty members chosen with due consideration of the need for appropriate expertise and avoiding conflicts of interest on the part of the committee members. The Research Review Committee shall elect a chair from the membership.

"Inquiry report" means the report submitted to the Vice President by the Research Review Committee following completion of an inquiry.

"Investigation report" means the report submitted to the Vice President by the Research Review Committee following completion of an investigation.

"Appeal" means the official re-examination of the findings of an investigation at the request of the respondent(s).

"Research Appeal Committee" is the committee appointed by the Vice President at the request of the respondent(s) to re-examine the findings of an investigation. The Research Appeal Committee shall consist of three (3) tenured faculty members chosen with due consideration of the need for appropriate expertise and avoiding conflicts of interest on the part of the committee members. No member of the Research Review Committee for a given case may serve on the Research Appeal Committee for that same case. The Research Appeal Committee shall elect a chair from the membership.

"Appeal report" means the report submitted by the



Research Appeal Committee to the Vice President following an appellate review of an investigation.

"Final Report" means the report submitted to the OSI after the completion of a formal investigation. It must describe the policies and procedures under which the investigation was conducted, how and from whom information was obtained relevant to the investigation, the findings, and the basis for the findings, and include the actual text or an accurate summary of the views of any individual(s) found to have engaged in misconduct, as well as a description of any sanctions taken by the institution.

"OSI" means the Office of Scientific Integrity, a component of the Office of the Director of the National Institutes for Health (NIH), which oversees the implementation of all PHS policies and procedures related to research misconduct; monitors the individual investigations into alleged or suspected research misconduct conducted by institutions that receive PHS funds for biomedical or behavioral research projects or programs; and conducts investigations as necessary.

"OSIR" means the Office of Scientific Integrity Review, a component of the Office of the Assistant Secretary for Health, which is responsible for establishing overall PHS policies and procedures for dealing with misconduct in research, overseeing the activities of PHS research agencies to ensure that these policies and procedures are implemented, and reviewing all final reports of investigations to assure that any findings and recommendations are sufficiently documented. The OSIR also makes final recommendations to the Assistant Secretary for Health on whether any sanctions should be imposed and, if so, what they should be in any case where research misconduct has been established.

"PHS" means the Public Health Service, an operating division of the Department of Health and Human Services (HHS). References to PHS include organizational units within the PHS that have delegated

authority to award financial assistance to support research activities, e.g., Bureaus, Institutes, Divisions, Centers or Offices.

"Secretary" means the Secretary of HHS and any other officer or employee of the DHHS to whom the authority involved may be delegated.

"Department" or "Departmental" means the U.S. Department of Health and Human Services (HHS).

#### **PROCEDURAL SUMMARY:**

The following summary is intended to provide an overview of the procedures to be followed under this policy. Detailed information regarding these procedures is found in subsequent sections.

- A. Allegations of research misconduct shall be directed to the Vice President in writing.
- B. If the alleged incident falls under the definition of research misconduct in this policy, the Vice President shall immediately (within one week) appoint and convene a Research Review Committee and notify the respondent(s) in writing of the allegations and the initiation of an inquiry.
- C. The Research Review Committee conducts an inquiry which must be completed within 60 days of its initiation.
- D. At the completion of the inquiry, the Research Review Committee files a written inquiry report with the Vice President including notification of whether a formal investigation is warranted. This report shall not identify the complainant(s).
- E. If the Research Review Committee does not find grounds for an investigation, the Vice President notifies the respondent(s) and the complainant(s) and the case is closed.



- F. If the Research Review Committee determines that an investigation is warranted, the Vice President notifies the respondent(s) and complainant(s) that an investigation is being initiated. The Vice President shall also inform the President of the need to notify the OSI of the impending investigation.
- G. The Research Review Committee shall begin the investigation within 30 days of completing the inquiry. The entire investigatory process (including the investigation, appeal, administrative actions and reporting to the OSI) must be completed within 120 days of initiating an investigation.
- H. Upon completion of the investigation, the Research Review Committee shall submit to the Vice President an investigation report with its determination regarding the allegations. This report shall not identify the complainant(s).
- I. The Vice President shall notify the respondent(s) in writing of the Research Review Committees' decision and provide them with a copy of the investigation report.
- J. The respondent(s) may respond to the investigation report and/or appeal the decision within two weeks of receiving this notification by writing to the Vice President.
- K. Should the respondent(s) request an appeal, the Vice President shall appoint a Research Appeal Committee to re-examine the allegations, and the information contained in the inquiry and investigation reports. An appeal report of the findings is submitted to the Vice President.
- L. Upon completion of the investigation and appeal process the Vice President reports the outcome to the President.
- M. The President may take whatever action is deemed appropriate to the situation within the bounds of Federal, State, and University Personnel regulations.

- N. The President submits the Final Report to the OSI within the 120 day investigative time limit or as negotiated with the OSI.
- O. The OSI may respond, reinvestigate, or impose sanctions of its own.

**INQUIRES:**

An inquiry consists of information gathering and initial factfinding to determine whether an allegation or apparent instance of misconduct warrant an investigation.

- A. The University shall inquire immediately (within one week) into any allegation or other evidence of possible research misconduct which falls under the definition of misconduct in this policy. An inquiry must be completed within 60 calendar days of its initiation unless circumstances clearly warrant a longer period.
- B. A written inquiry report shall be prepared that states what evidence was reviewed, summarizes relevant interviews, and includes the conclusions of the inquiry. If the inquiry takes longer than 60 days to complete, the inquiry report shall include documentation of the reasons for exceeding the 60-day period.
- C. The inquiry shall be conducted by a Research Review Committee appointed by the Vice President. The Research Review Committee shall consist of three (3) tenured faculty members chosen with due consideration of the need for appropriate expertise and avoiding conflicts of interest on the part of the committee members. The Research Review Committee shall elect a chair from the membership.
- D. The Research Review Committee may consult with the University Attorney and/or research experts within or outside the University in the course of the inquiry.
- E. The Research Review Committee shall take diligent efforts to maintain confidentiality and to protect the



privacy of the complainant(s) and the respondent(s).

- F. If at any time during the inquiry the Research Review Committee becomes aware of any conditions denoted in the "Notification Requirements" section, the Vice President must be notified immediately. The Vice President shall notify the President of any need to make official notification to the OSI.
- G. The Research Review Committee shall maintain sufficiently detailed documentation of the inquiry to permit a later assessment, if necessary, of the reasons for determining that an investigation was not warranted. Such records shall be maintained in a secure manner by the Vice President for a period of at least three years after completion of the inquiry, and shall, upon request, be provided to authorized HHS personnel, or the appropriate Federal granting agency.
- H. Complete summaries of any interviews shall be prepared, provided to the interviewed party for comment or revision, and included as part of the inquiry report by the Research Review Committee.
- I. The Vice President shall give a copy of the inquiry report to the respondent(s) for response. If a written response is returned, it shall become part of the inquiry report.

#### INVESTIGATIONS:

An investigation consists of the formal examination and evaluation of all relevant facts to determine if misconduct has occurred.

- A. An investigation shall be initiated within thirty (30) days of the completion of an inquiry if the Research Review Committee determines that a full investigation is warranted.
- B. The Vice President shall notify the President that an investigation is being initiated and of the need to notify the OSI prior to the date the investigation will begin.

- C. The Vice President shall notify the complainant(s), and the respondent(s) in writing that an investigation is being initiated.
- D. The investigation shall be conducted by the Research Review Committee previously appointed by the Vice President for conducting the inquiry.
- E. The investigation shall include examination of all documentation, including but not necessarily limited to relevant research data and proposals, publications, correspondence, and memoranda of telephone calls. Whenever possible, interviews shall be conducted of all individuals involved either in making the allegation or against whom the allegations are made, as well as other individuals who might have information regarding key aspects of the allegations. Complete summaries of the interviews shall be prepared, provided to the interviewed party for comment or revision, and included as part of the investigatory file by the Research Review Committee.
- F. The Research Review Committee may consult with the University Attorney and/or research experts within or outside the University in the course of the investigation.
- G. If at any time during the investigation the Research Review Committee becomes aware of any conditions denoted in the "Notification Requirements" section, the Vice President must be notified immediately. The Vice President shall notify the President of any need to make official notification to the OSI.
- H. The Research Review Committee shall prepare documentation to substantiate its findings. This documentation becomes part of the investigation report which shall be submitted to the Vice President upon completion of the investigation.
- I. It is expected that the entire investigative process shall be completed within 120 days of its initiation. This includes the investigation, preparing the investigation report, making the report available for comment by the



respondent(s), completion of the appeal process (if requested), taking administrative actions, and submitting the Final Report to the OSI.

- J. If the University cannot complete the entire investigative process (including appeal, sanctions, and reporting) within 120 days of its initiation, the President shall submit to the OSI a written request with an explanation for the delay that includes an interim report on the progress to date and an estimate for the date of completion of the Final Report and other necessary steps. Any consideration for an extension must balance the need for a thorough and rigorous examination of the facts versus the interests of the subject(s) of the investigation and the PHS in a timely resolution of the matter. If the extension is granted, the President shall file periodic progress reports as requested by the OSI. If satisfactory progress is not made by the University, the OSI may undertake its own investigation.
- K. At the conclusion of the investigation, the Research Review Committee shall submit its investigation report to the Vice President with the determination of whether the allegations have or have not been substantiated by a preponderance of the evidence.
- L. The Vice President shall give a copy of the investigation report to the respondent(s) for response. If a written response is returned, it shall be made part of the investigation report.
- M. The respondent(s) may request an appeal of the Research Review Committees' decision by making a written request to the Vice President within two weeks of receiving notification of the investigations' outcome.
- N. Should an appeal be requested, the Vice President shall appoint a Research Appeal Committee composed of three (3) tenured faculty members chosen with due consideration of the need for appropriate expertise and avoiding conflicts of interest on the part of the committee

members. No member of the Research Review Committee for a given case may serve on the Research Appeal Committee for that same case. The Research Appeal Committee shall elect a chair from the membership.

- O. The Research Appeal Committee shall examine the allegations, evidence, and testimony which is contained within the inquiry and investigation reports to determine whether the conclusions drawn by the Research Review Committee are substantiated therein. Additional interviews may be conducted as needed.
- P. The Research Appeal Committee is expected to complete its deliberations within the time remaining for the 120 day investigative process, or, failing this to notify the Vice President of the need to request an extension from the OSI.
- Q. The Research Appeal Committee shall prepare an appeal report and submit it to the Vice President. The appeal report shall indicate whether or not the Research Appeal Committee concurs with the previous findings and on what basis this decision was made.
- R. After completion of the investigation/appeal process the Vice President shall report to the President regarding the outcome of the investigation/appeal.
- S. The President may take whatever action is deemed appropriate to the situation within the bounds of Federal, State, and University Personnel regulations.
- T. Within 120 days of the initiation of the investigation, (or in accordance with any extension negotiated with the OSI), the President shall submit the Final Report to the Director of the OSI.

#### **NOTIFICATION REQUIREMENTS:**

Notification to the OSI shall be made as follows with regard to research activities connected with



PHS-sponsored biomedical and behavioral research conducted at or sponsored by this institution:

- A. The University, through the President, shall submit annually to the OSI, its assurance that these policies and procedures are being followed and such aggregate information on allegations, inquiries, and investigations/appeals as the Secretary may prescribe.
- B. The decision to initiate an investigation shall be reported in writing to the OSI on or before the date the investigation begins. At a minimum, the notification by the President to the OSI shall include the following information:
  - (1) name of person(s) against whom the allegations have been made;
  - (2) general nature of the allegations; and the
  - (3) PHS applicant or grant number(s) involved.
- C. The President shall notify the OSI at any stage of an inquiry or investigation if any of the following conditions exist:
  - (1) immediate health hazard involved;
  - (2) immediate need to protect Federal funds or equipment;
  - (3) immediate need to protect the interest of the complainant(s) or respondent(s);
  - (4) probability that the alleged incident will be reported publicly;
  - (5) any reasonable indication of possible criminal violations associated with research activities for which federal funds have been provided or requested is obtained. In this instance notification must occur within 24 hours of obtaining the

information.

- (6) any developments which disclose facts that may affect current or potential HHS funding for the individual(s) under investigation or that the PHS needs to know to ensure appropriate use of Federal funds and otherwise protect the public interest.
- D. After completion of the investigation/appeal process, the President shall send the Final Report to the Director, OSI, who will decide whether that Office will either proceed with its own investigation or will act on the institution's findings.
- E. If the Final Report cannot be completed within 120 days of initiating an investigation, the President shall request an extension from the OSI.
- F. If the University plans to terminate an inquiry or investigation for any reason without completing the requirements of the Final Rule, a report of such planned termination including a description of the reasons for such termination, shall be made to the OSI, which will decide whether further investigation should be taken.

#### **ADMINISTRATIVE ACTIONS:**

The University may take administrative actions as warranted during or following an inquiry or investigation.

- A. At any time during the course of an inquiry or investigation, the University, acting through the President, may take interim administrative actions, as appropriate, to protect Federal funds and insure that the purposes of the Federal financial assistance are carried out. Notification to the OSI shall be made as appropriate under this policy.
- B. In the event an investigation/appeal process finds the allegations groundless, all Federal agencies or other entities initially informed of the investigation shall be notified of the exoneration by the President within one



week of completing the Final Report. Additionally, efforts shall be made to restore the reputations of the respondent(s) as appropriate.

- C. When an investigation/appeal process finds support for allegations of misconduct, all Federal agencies or other entities initially informed of the investigation shall be notified of the finding of misconduct by the President within one week of completing the Final Report. Consideration shall be given to formal notifications of other involved parties such as, but not all inclusive:
- (1) co-authors, co-investigators, and collaborators affiliated with the affected research;
  - (2) editors of journals in which the affected research was published or submitted for publication;
  - (3) sponsoring agencies and funding sources affiliated with the affected research.
- D. When allegations of misconduct are substantiated, the President may take whatever action is deemed appropriate to the situation within the bounds of Federal, State, and University Personnel regulations. The Final Report to the OSI must indicate what sanctions were imposed, and this report must be filed within 120 days of initiating the investigation unless an extension is granted by the OSI.

FACULTY SENATE AGENDA  
SEPTEMBER 5, 1991  
4:10 PM - RIGGLE ROOM

- I. Call to order
- II. Consideration of minutes
- III. Fiscal Affairs Committee - Special Report on Liability by Vice-President Porter Dailey
- IV. Chair's Report
- V. Vice-President for Academic Affairs
- VI. Regents Report
- VII. Committee Reports
  - A. Academic Governance
  - B. Educational Standards
    - 1. UAR on Correspondence Credit - 1st Reading
    - 2. UAR on Undergraduate Telecourse Credit - 1st Reading
  - C. Elections
  - D. Professional Policies
    - 1. PAC-3: Emeritus Status - 1st Reading
    - 2. PAC-32: Misconduct in Research - 1st Reading
    - 3. UAR: Misconduct in Research - 1st Reading
  - E. Ad Hoc on PBSI
  - F. Ad Hoc on Communications & Publicity
- VIII. New Business
- IX. Announcements
- X. Adjournment



## FACULTY SENATE AGENDA

September 19, 1991

4:10 PM - RIGGLE ROOM

- I. Call to order
- II. Consideration of minutes of August 22, 1991
- III. Chair's Report
- IV. Vice-President's Report
- V. Faculty Regent's Report
- VI. Committee Reports
  - A. Academic Governance
    - 1. Faculty Promotion
    - 2. University Planning Council
    - 3. Employee Benefits
    - 4. Research & Creative Productions
  - B. Educational Standards
    - 1. UAR on Correspondence Credit - 2nd Reading
    - 2. UAR on Undergraduate Telecourse Credit - 2nd Reading
    - 3. Recommendation # 1: Academic Advising - 1st Reading
    - 4. Recommendation # 2: 1992-93 Academic Callendar - 1st Reading
    - 5. Recommendation # 3: Academic Calendars - 1st Reading
  - C. Election - Faculty Rights & Responsibilities
  - D. Fiscal Affairs
  - E. Professional Policies
    - 1. PAc-3: Emeritus Status - 2nd Reading
    - 2. PAc-32: Misconduct in Research - 2nd Reading
    - 3. UAR: Misconduct in Research - 2nd Reading
  - F. Ad Hoc on PBSI
  - G. Ad Hoc on Communications & Publicity
- VII. New Business
- VIII. Announcements
- IX. Adjournment

## MEMORANDUM

**DATE:** September 23, 1991

**TO:** Dr. C. Nelson Grote, President  
Morehead State University

**FROM:** Robert H. Wolfe, Chair  
Faculty Senate

**RE:** Vacancies on Standing Committees

The Faculty Senate in session on September 29, 1991, elected faculty members to fill vacancies on the Employee Benefits, Faculty Promotion, and Research and Creative Productions Committees. Nominations were also made for your selection to the University Planning Council. We shall continue to fill any faculty vacancies that occur as they become known to us.

### FACULTY PROMOTION

|              |          |             |
|--------------|----------|-------------|
| Mont Whitson | At-Large | 3 Year Term |
|--------------|----------|-------------|

### UNIVERSITY PLANNING COUNCIL

|                                  |                |      |
|----------------------------------|----------------|------|
| Nominees from AS&T (1 Year Term) | Brent Rogers   | ANR  |
|                                  | Carolyn Taylor | HE   |
|                                  | Freida Kilburn | NAHS |

|                                 |                |     |
|---------------------------------|----------------|-----|
| Nominees from BUS (2 Year Term) | Kim Williams   | A&E |
|                                 | Rodger Carlson | MM  |
|                                 | Sue Luckey     | IF  |

|                                 |                  |       |
|---------------------------------|------------------|-------|
| Nominees from EBS (3 Year Term) | Lola Crosthwaite | SSWC  |
|                                 | Gaye Osborne     | HPER  |
|                                 | Tim Miller       | ERSEd |

### EMPLOYEE BENEFITS

|   |      |             |
|---|------|-------------|
| James Smallwood<br>(To replace Scott Gillock) | AS&T | 3 Year Term |
|---|------|-------------|

Grote Memo - September 23, 1991  
Page 2

RESEARCH & CREATIVE PRODUCTIONS

Bill Batsel

EBS

Fall Semester 1991

(To replace William Weikel who is on leave and will return Spring Semester)

PC: Dr. Virginia Wheelless  
Dr. John Philley

## MEMORANDUM

**DATE:** September 23, 1991

**TO:** Dr. John Philley, Interim  
Vice-President of Academic Affairs and Dean of Faculty

**FROM:** Robert H. Wolfe, Chair  
Faculty Senate

**RE:** Senate Actions on September 19, 1991

The Faculty Senate in session on September 19, 1991, acted on the following items:

1. Elected or nominated faculty members to various standing committees. The report from the Academic Governance Committee is attached.
2. Approved with minor modification the UAR on Correspondence Credit. A copy is attached.
3. Approved with minor modification the UAR on Undergraduate Telecourse Credit. A copy is attached.
4. Suspended the rules and passed upon first reading, a recommendation that states: "The Educational Standards Committee recommends to the Faculty Senate to recommend to the interim Vice-President for Academic Affairs that all department FEP's should include recognition for academic advising."

It should be noted that the recommendation resulted from the faculty response to questions on the Senate survey conducted in the spring of 1991. A copy is attached.

5. Approved with some modifications, the proposed revision of PAC-3 dealing with Emeritus Rank/Status. It should be noted that the senate was unanimous in its support of this proposal as revised. A copy is attached.

6. By unanimous vote, after lengthy discussion concerning the merits of Policy and UAR, refused to approve PAc-32: Misconduct in Research and the UAR presented as implementation of it.

A subsequent motion proposed that the section of the UAR titled INTRODUCTION be changed to JUSTIFICATION and changed to read as follows, "This Policy is designed in accordance with final Rule, Subpart A, 42CFR Part 20, Public Health Service, Department of Health and Human Services as published in the Federal Register, Vol. 54, No. 151,1989." The motion also proposed that with this modification, the proposed UAR be included as part of PAc-32, Misconduct in Research. This motion was then approved by unanimous vote of the senate.

Dr. Philley, PAc-32 has brought to a head a concern of senators that has been festering since the announcement of the UAR decision. There is a need to reach some agreement on what is appropriate for inclusion in University Administrative Regulations. The UAR process as illustrated in PAc-32 includes so much that should be policy. Further, the procedures and format for University Administrative Regulations approved by President Grote on February 1, 1991, reduces faculty input and influences to a minor level.

The Executive Council hopes to discuss this whole matter at our meeting with you on September 23.

RHW/jc

Attachments

## MEMORANDUM

**DATE:** October 1, 1991  
**TO:** Mr. Robert Wolfe, Chair  
MSU Faculty Senate  
**FROM:** Judy Carpenter, Secretary  
**RE:** Lexington Seminars

I would like to express my appreciation for being allowed to attend the two seminars held in Lexington recently. The seminars provided me with various ideas and ways to improve not only myself but office management as well.

While it would be impossible to list each and every detail, some of the more helpful aspects covered were: 1) setting aside a certain time each day to do the monotonous jobs; 2) recognizing and avoiding time wasters (both self-generated and environmental); 3) making your desk work for you; and 4) controlling your time with a time management program.

Again, I wish to express my appreciation for your support in my professional enhancement.

jc

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FACULTY SENATE AGENDA  
October 3, 1991  
4:10 PM - RIGGLE ROOM

- I. ~~Call to order~~ 4:11
- II. ~~Consideration of minutes of September 19, 1991~~ *Accepted as revised*
- III. ~~Chair's Report~~
- IV. ~~Vice-President's Report~~ *No here*
- V. ~~Faculty Regent's Report~~
- VI. Undergraduate Dean - Special Report on General Education Objectives
- VII. Committee Reports
  - A. Academic Governance - Faculty Rights & Responsibilities Committee Nomination *PASS*
  - B. Educational Standards
    - 1. Recommendation # 2: 1992-93 Academic Callendar - 2nd Reading *PASS - unanimous*
    - 2. Recommendation # 3: Academic Calendars - 2nd Reading *PASS*
  - C. ~~Election~~
  - D. ~~Fiscal Affairs - Progress Report~~
  - E. ~~Professional Policies~~
  - F. Ad Hoc on PBSI - PBSI Resolution
  - G. Ad Hoc on Communications & Publicity
- VIII. New Business
- IX. Announcements *B*
- X. Adjournment *- 5:45*

*Wheeler left 5:06*

*J. Rogers  
J. Wheeler*

*J. Darling 4:50  
Kell Mahay left 4:50*

*Lindsay  
Back  
S. Van Meter*

*Don Connell*

*Change  
Darling's  
Name on  
sign-in sheet  
Wheeler*

10-3-91  
Lundquist

## APPROVAL OF UNIVERSITY ADMINISTRATIVE REGULATIONS (UARs)

December 3, 1990

General Assumptions: The following basic assumptions have been used in adopting a process to establish University regulatory procedures (non-PACs, PGs, PSEs and PADs):

1. The Board of Regents has been granted certain statutory duties and other duties outlined in the 1983 By-Laws.
2. The 1983 By-Laws grant management of institutional operations to the President.
3. "Academic Policies" will be the name used for policies dealing with matters pertaining to academic matters that require BOR approval. The 1987 BOR approved procedure (see attached) will be used for the establishment of such policies.
4. Other personnel policies which require BOR approval will follow the 1990 process in use for submission to the Board of Regents.
5. Those regulations which are necessary for the administration of policies or statutes will be referred to as "University Administrative Regulations" (UARs) regardless of the division to which they relate to, i.e., Academic Affairs, Administration and Fiscal Services, Student Life, and/or University Advancement.

University Administrative Procedures: UARs are defined as administrative procedures that require written guidelines/steps to execute a policy and/or statute. A written format for submission of a UAR is attached.

Steps to be taken for the approval of these UARs will be as follows: 1) All UARs shall be initiated through the President or a Vice President. If another person/group proposes a procedure, it should be sent through the President or appropriate Vice President for completion of the established steps; 2) It is the responsibility of the initiator (President or Vice President) to circulate a draft of the UAR to all members of the Executive Council for comment. Using these comments, the UAR should be redrafted and submitted to the Executive Council for discussion; 4) After such discussion, the President or Vice President should seek input as appropriate from the Faculty Senate, Staff Congress, Student Government Association, Academic Council, University Standing Committees, etc. Comments from all those consulted will be used to draft a final version. If necessary, the UAR would be sent back to the Executive Council for further discussion; and 5) The President shall have final authority to approve UARs. UARs will be given a title and assigned a number. The numbers will include digits after the decimal point which will be reserved for identification of revision/version of the regulation (e.g., 1001.01 would indicate the original regulation #1001, first version).

Approved by Pres. Grote - 2-1-91  
Received 9-5-91  
RHW



Differences between a BOR Approved Policy and an Administrative Regulation: The basic difference between these two is that a policy establishes the foundation for making decisions according to statute and by-laws, and regulations describe how to carry-out operations and actions to meet the "letter of a policy." All policies related to personnel matters should take the form of a PAC, PG, PSE, PSNE and/or PAd.




OFFICE OF THE PRESIDENT

201 HOWELL-MCDOWELL AD. BLDG.  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2022  
FAX: 606-783-2216

## MEMORANDUM

**TO:** Vice Presidents, Academic Deans, Director of the Library,  
Chairs of the Faculty Senate and Staff Congress, and President of the SGA

**FROM:** President C. Nelson Grote 

**DATE:** October 8, 1991

**RE:** Distribution of University Administrative Regulations

As you know, in February 1991, a procedure for initiating and approving University Administrative Regulations (UARs) was established. For your information, enclosed is a copy of that procedure. In order to ensure that appropriate personnel have access to all UARs, a distribution procedure has also been established.

Vice presidents and academic deans will receive copies of all UARs to maintain a permanent file in their offices. In addition, the Library will maintain a file open to all the University and the original will be filed in the Office of Planning, HM 204. Because these regulations are often reviewed by the Faculty Senate, Staff Congress and Student Government Association, copies will also be sent to the offices of these constituent groups. If the originating vice president believes that other offices should maintain copies of particular UARs, then the appropriate vice president will be responsible for distribution to those who report to him. For example, if Vice President Philley believes the Office of Admissions should have copies of regulations impacting the registration of students, then Vice President Mincey would send that office a copy since Admissions reports to the Vice President of Student Life.

You can assist in the process by ensuring that those individuals most affected by a regulation will have access to it. In addition, all UARs will be placed on the PRIME within the next few months in a system called "University Regulations." Any employee with computer access can review all UARs and print them from an appropriate printer. These distribution procedures should ensure that those employees affected by the regulation will be well informed about the steps for its implementation. UARs are numbered according to the originating division (Academic Affairs, Administration & Fiscal Services, President, Student Life or University Advancement). Each UAR shows the originating division head who can be contacted for any necessary clarification. The system of using UARs to help the University operate efficiently and effectively will help all of us better perform our many tasks. The first two approved UARs are enclosed.

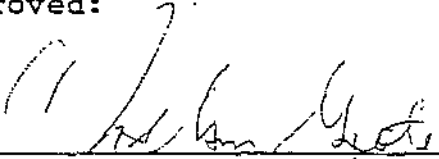
c: V. Wheelless

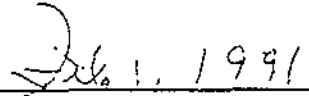
from Dr. Philley  
9-5-91  
RAW

UNIVERSITY ADMINISTRATIVE REGULATIONS

Procedures and Format

Approved:

  
\_\_\_\_\_  
C. Nelson Grote, President

  
\_\_\_\_\_  
Date

File



FACULTY SENATE

UPO BOX 1021  
MOREHEAD, KENTUCKY 40351-1689  
TELEPHONE: 606-783-2226

## MEMORANDUM

**DATE:** October 15, 1991

**TO:** Dr. Teresa Forsyth, Chair  
Academic Governance Committee

**FROM:** Robert H. Wolfe, Chair *RHW*  
MSU Faculty Senate

**RE:** University Administrative Regulations

With the consent of the Executive Council, the issue of University Administrative Regulations has been assigned to the Academic Governance Committee. Please review what information that we have on the matter and prepare a recommendation for presentation to the full senate.

Thanks.

RHW/jc

Enclosures

## **FACULTY SENATE AGENDA**

**October 17, 1991**

**4:10 pm - Riggle Room**

- I. Call to order
- II. Consideration of minutes of October 3, 1991
- III. Chair's Report
- IV. Vice-President's Report
- V. Faculty Regent's Report
- VI. Committee Reports
  - A. Academic Governance
  - B. Fiscal Affairs
    - 1. Proposal for Sick Leave Pool - 1st Reading
    - 2. Proposal for Long Term Disability Insurance - 1st Reading
  - C. Professional Policies
  - D. Ad Hoc on PBSI - PBSI Resolution - 2nd Reading
- VII. New Business
- VIII. Announcements
- IX. Adjournment

## PROPOSAL FOR SICK LEAVE POOL

The University has done much to enhance its benefits program. A sick leave pool would add to an already excellent benefits package.

Similar to the concept of a blood bank, a sick leave pool provides the opportunity for employees with an accumulation of sick leave to donate to a sick leave pool. Employees who have exhausted all earned leave can apply for benefits from the sick leave pool. The sick leave pool would provide protection against lost wages at a time of catastrophic illness or injury.

The following recommendations are made concerning a MSU sick leave pool.

1. A catastrophic illness or injury is to be defined as a severe condition affecting the physical or mental health of an employee which causes the employee to exhaust all earned or paid leave time.
2. Prior to utilizing the sick leave pool, the employee must exhaust the following benefits that are available:
  - a. Sick leave;
  - b. Vacation leave;
  - c. Worker's Compensation for on the job injuries;
  - d. KERS or KTRS disability coverage; and/or
  - e. No fault automobile insurance benefits.
3. The catastrophic illness or injury must require the services of a licensed medical practitioner.
4. Regular full time participating employees will be invited to contribute not less than one day, nor more than three days to the sick leave pool each academic year.
5. Contributing to the sick leave pool will be a requirement for applying for pooled sick leave.
6. Employees who are granted leave from the sick leave pool will not be required to pay back such sick leave.
7. Once an employee contributes to the sick leave pool, that sick leave will not be restored to the individual employee's sick leave balance, unless the sick leave pool is terminated.
8. In the event the sick leave pool is terminated, the total days on deposit shall be returned proportionately according to contributions and credited to each member's sick leave.
9. Employees may not designate a particular employee to receive their donated sick leave.
10. Any request for pooled sick leave must be accompanied by a written statement from a licensed medical practitioner which states the beginning date of the condition, a description of the illness or injury, and the anticipated date the employee may return to work.
11. The amount of pooled sick leave granted for a catastrophic illness or injury will be determined by the pool administrator (Director of Personnel Services or designee). The amount of sick leave granted for an employee shall not exceed four full calendar months or until the employee becomes eligible for long term disability coverage whichever occurs first.
12. An employee who wishes to withdraw from participation in the sick leave pool may do so by notifying the sick pool administrator in writing.



## PROPOSAL FOR LONG-TERM DISABILITY INSURANCE

The University has done much to enhance the employee benefits program during the last few years. One area in which there is still a gap is in the area of long term disability insurance (LTD). LTD insurance normally takes effect after the period of four (4) to six (6) months following a disabling condition. Disability benefits are available after five years of service as part of KERS or KTRS. Under KTRS, an employee is only entitled to five years of disability benefits.

To provide disability coverage for those employees with less than five years service and those who have used their five years of disability benefits, it is recommended that the University provide a long-term disability plan with the following policies at no cost to the employee.

1. Employees would be expected to utilize the following benefits before disability benefits would be considered.
  - a. Sick leave;
  - b. Vacation leave;
  - c. KERS or KTRS disability retirement coverage for employees with five or more years of service;
  - d. Worker's Compensation for on the job injuries;
  - e. Social Security disability benefits;
  - f. No fault automobile insurance benefits; and/or
  - g. Sick pool benefits up to a maximum of four months, if available.
2. LTD coverage would take effect after four full calendar months of an employee's disability.
3. The LTD monthly benefits when combined with Social Security disability benefits and other benefits will not exceed sixty (60) percent of the employee's gross pay or \$2,000, whichever is less.

|||| ||| ||| ||| ||| |||

## ~~FACULTY SENATE AGENDA~~

**November 7, 1991**

**4:10 pm - Riggle Room.**

- I. Call to order 4:13 *Call Blau*  
 II. Consideration of minutes) October 17, 1991 & October 31, 1991 *Blau* → **PASS**  
 III. Chair's Report  
 IV. Vice-President's Report  
 V. Faculty Regent's Report  
 VI. Committee Reports  
 A. Academic Governance *- NO Report*  
 B. Educational Standards *- NO Report*  
 C. Fiscal Affairs  
 1. Summer School Salary - 1st reading *PASS*  
 2. Proposal for Sick Leave Pool - 2nd reading  
 3. Proposal for Long-Term Disability Insurance - 2nd reading  
 D. Professional Policies - PAc-29: Faculty Workload, Responsibilities & Over  
 2nd reading *PASS*  
 E. Elections  
 F. ad hoc on Communications & Publicity *NO Report*  
 G. ad hoc on PBSI *- NO Report*  
 VII. New Business  
 VIII. Announcements  
 IX. Adjournment, 5:50 *CAP 33*  
*114 - NO*

- Riggle Room  
 2 Lindahl 3 Pass  
 Calvin Linder  
 Blair  
 2 Lindahl  
 Blair

Wheeler




TABLE  
Campbell move  
Osborne 2nd  
PASS

VL ~~CAPS~~ 3333  
Nuth 7542 - 3 3  
WKA 5000

25



## **FACULTY SENATE AGENDA**

**November 21, 1991**

**4:10 pm - Riggle Room**

- I. Call to order
- II. Consideration of minutes: November 7, 1991
- III. Chair's Report
- IV. Vice-President's Report
  - 1. Budget Reductions
  - 2. PAc's-17, 25, 28, 29
- V. Faculty Regent's Report
- VI. Parliamentarian's Report
- VII. Committee Reports
  - A. Academic Governance
    - 1. Committee Reports
    - 2. Proposal for modifications to University Planning Council
    - 3. Report of Planning Council - Questions & Answers
  - B. Educational Standards - Report on Transfre of D's
  - C. Fiscal Affairs - Report on Health Insurance Costs
  - D. Professional Policies
  - E. Elections
  - F. ad hoc on Communications & Publicity
  - G. ad hoc on PBSI
- VIII. New Business
- IX. Announcements
- X. Adjournment

## PROPOSED MODIFICATIONS OF THE UNIVERSITY PLANNING COUNCIL

### PRESENT COMMITTEE STRUCTURE:

University Planning Council (became a University Standing Committee Sept., 1991).

Purpose To serve as the central review and recommendatory group for institutional strategic planning.

Present Members Selection of all members shall be made by the President from the following:

- 4 faculty (1 from each college) selected from 12 nominations (3 from each college) from the Faculty Senate;
- 3 staff (at least 2 from the executive/administrative and/or professional/non-faculty categories) selected from 9 nominations from the Staff Congress;
- 2 students selected from 6 nominations from the Student Government Association;
- 1 Academic Dean appointed by the President;
- 3 at-large members from the University appointed by the President;
- Director of Budgets & Management Information; and the
- Director of Planning, Institutional Research & Evaluation.

Terms of service shall be two-year staggered terms for all faculty who cannot serve consecutive terms. Term of service for the dean and students will be one year with possible reappointment. No more than 50% of the faculty and staff membership shall be replaced in a given year.

### PROPOSED CHANGES:

- I. We recommend that Academic representation be increased to make up a majority (eight) of the total committee. These members shall include the following:
  - 4 faculty (1 from each college) selected from 8 nominations (2 from each college) from the Faculty Senate;
  - 1 Academic Dean appointed by the President;
  - 3 At-large: one from Faculty, one Dept. Chair, and one from any academic support area (such as library, academic computing etc.) appointed by the President.
- II. We recommend that the Faculty Senate and Staff Congress put up 2 versus 3 nominees per membership slot (as indicated above) for the President to select from.
- III. We recommend that the Director of Budgets and Management Information be a non-voting member.
- IV. We recommend that "Council" be changed to "Committee" in the committee title.

1st Reading: 11-21-91

2nd Reading: 12-5-91

## FACULTY SENATE AGENDA

December 5, 1991

4:10 pm - Riggle Room

- I. Call to order 4:13t
- II. Consideration of minutes: November 21, 1991 - PASS
- III. Chair's Report
- IV. Vice-President's Report
- V. Faculty Regent's Report
- VI. Committee Reports
- A. Academic Governance
1. Proposal for modifications to University Planning Council - 2nd reading - PASS
2. ~~Committee nominations~~
- B. Educational Standards - NO
- C. Fiscal Affairs
1. Proposal for Sick Leave Pool - 2nd reading - PASS
2. Proposal for Long Term Disability Insurance - 2nd reading tabled
- D. Professional Policies - NO
- E. Elections
- F. ad hoc on Communications & Publicity - NO
- G. ad hoc on PBSI
- VII. New Business
- VIII. Announcements - January Meeting Dates
- IX. Adjournment 5:19

Send Joyce  
total absence

## MEMORANDUM

**DATE:** December 10, 1991

**TO:** Dr. C. Nelson Grote, President  
Morehead State University

**FROM:** Robert H. Wolfe, Chair  
Faculty Senate

**RE:** Proposal Relating to University Planning Council Modifications

The Faculty Senate passed the attached proposal relating to the University Planning Council at the meeting on November 21, 1991. The proposal passed without a dissenting vote.

The proposal originated in the Academic Governance Committee of the senate and was initiated due to their recent experience of securing nominees from which you made selections to the council. As they reviewed the description of the council, other items came under scrutiny and are addressed in the proposal. We think that the proposed changes will improve the functioning and enhance the image of the committee among the faculty.

We urge careful consideration of the proposal.

RHW/jc

Attachment

PC: Dr. Virginia Wheelless  
Dr. John Philley

PROPOSED MODIFICATIONS OF THE UNIVERSITY PLANNING COUNCIL  
BY THE  
SENATE ACADEMIC GOVERNANCE COMMITTEE  
November 21, 1991

**PRESENT COMMITTEE STRUCTURE:**

**University Planning Council** (became a University Standing Committee Sept., 1991).

**Purpose** To serve as the central review and recommendatory group for institutional strategic planning.

**Present Members** Selection of all members shall be made by the President from the following:

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**PROPOSED CHANGES:**

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- II. We recommend that the Faculty Senate and Staff Congress put up 2 versus 3 nominees per membership slot (as indicated above) for the President to select from.
- III. We recommend that the Director of Budgets and Management Information be a non-voting member.

From: **FACULTY SENATE ACADEMIC GOVERNANCE COMMITTEE:**

Teresa Forsyth, Chair

Ray Bernardi

Robert Lindahl

Carolyn Taylor

Joyce LeMaster

Layla Sabie

Harlen Hamm

## **FACULTY SENATE PROPOSAL**

**TITLE OF PROPOSAL** Recommendations for Revisions to Minimum Guidelines for FEP

**SUBMITTED BY** Ad Hoc Com. on Faculty Eval/PBSI **DATE** December 17, 1991

### **BACKGROUND/ANALYSIS:**

There was not a specified role for the Faculty Senate in the initial draft of the "Minimum Guidelines for Faculty Evaluation."

### **PROBLEM/NEED:**

The recent proposal entitled, "Performance-Based Salary Increase Procedure," specifies as one of the roles of the Faculty Senate to be to review departmental FEP's for compliance with the Minimal Guidelines.

### **PROPOSAL:**

That the Faculty Senate be specifically responsible for reviewing departmental FEP's for compliance with Minimal Guidelines, and for suggesting revisions to the Guidelines.

### **COST:**

None.

### **ANTICIPATED CONSEQUENCES:**

#### **SHORT TERM:**

That the VPAA will call upon the Senate to review revised departmental FEP's recently submitted to his office.

#### **LONG TERM:**

That an on-going relationship between the Faculty Senate and the Office of the Vice-President for Academic Affairs is formed to ensure the continuous development of departmental FEP's in accordance with Minimum Guidelines.

### **ROUTING SEQUENCE/TIMETABLE FOR IMPLEMENTATION:**